# SCATT 2002

# TRAINING COURSE for the STATEMENT OF WORK, CDRL, AND TRACKING TOOL (SCATT)


Presented by:

Martha Tawadrous, ACENG Staff

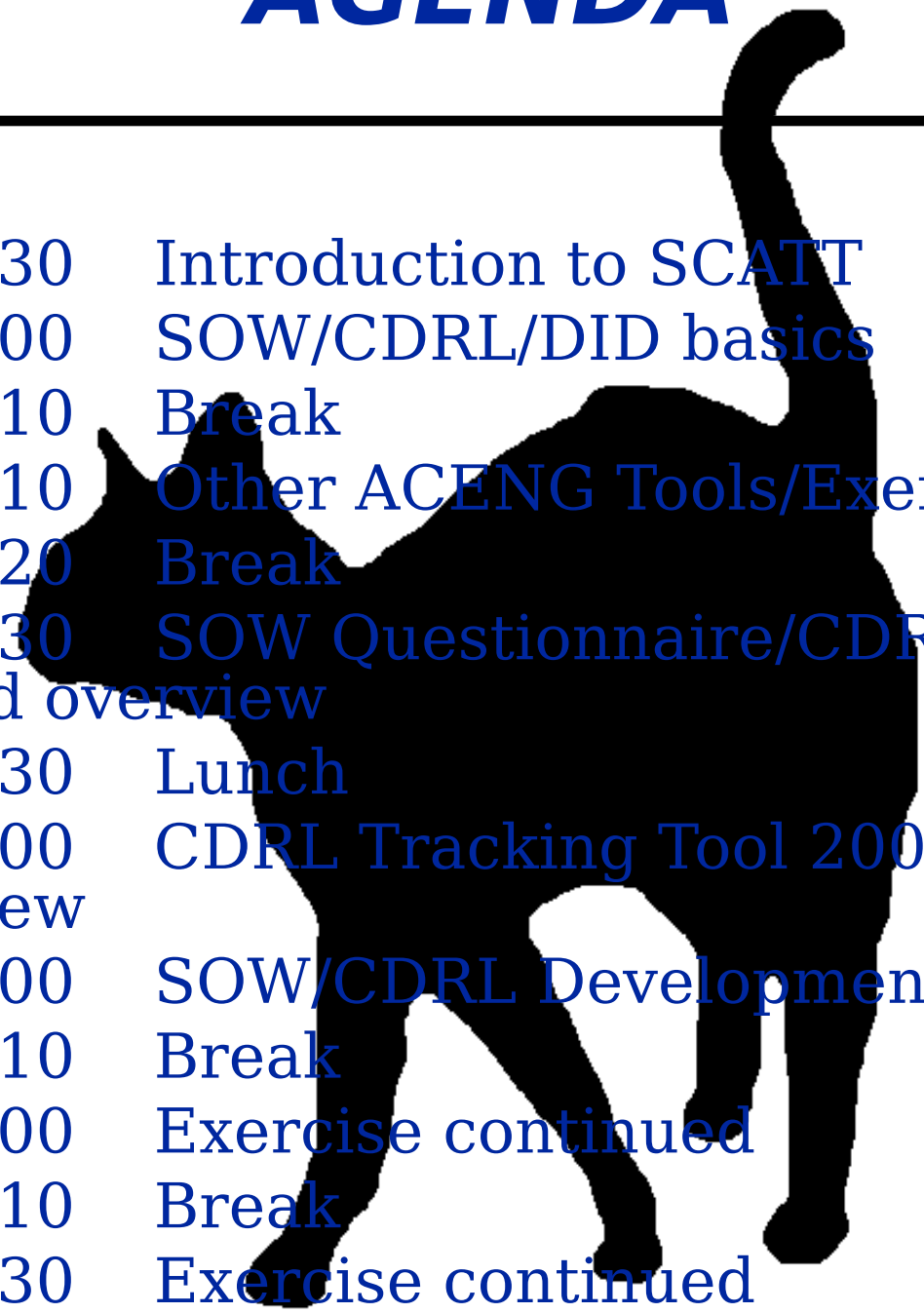
Doug Mount, MKI Systems

Matt Glunt, MKI Systems

# TRAINING COURSE TOPICS

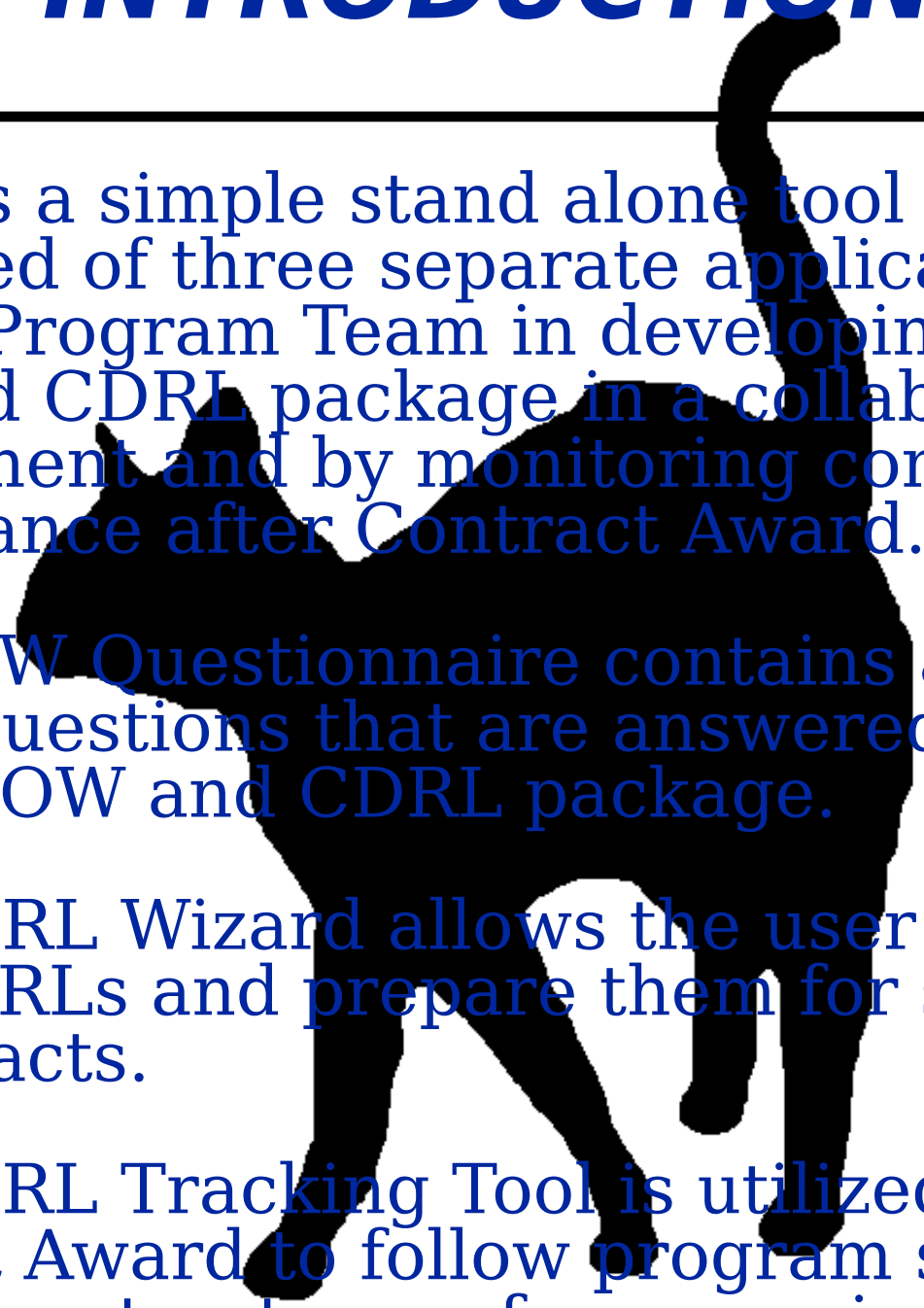
- Introduction to SCATT
- Guidance Information on
  - Statements of Work (SOW)
  - Contract Data Requirements List (CDRL)
  - Data Item Descriptions (DID)
- Other ACENG Tools
- An In-Depth Look at SCATT 2002
  - SOW Questionnaire
  - CDRL Wizard 2004
  - CDRL Tracking Tool
- SCATT 2002 Exercise

# AGENDA



| | |
|---|---|
| 0800-0830 | Introduction to SCATT |
| 0830-0900 | SOW/CDRL/DID basics |
| 0900-0910 | Break |
| 0910-1010 | Other ACENG Tools/Exercise |
| 1010-1020 | Break |
| 1020-1130 | SOW Questionnaire/CDRL Wizard overview |
| 1130-1230 | Lunch |
| 1230-1300 | CDRL Tracking Tool 2002 overview |
| 1300-1400 | SOW/CDRL Development Exercise |
| 1400-1410 | Break |
| 1410-1500 | Exercise continued |
| 1500-1510 | Break |
| 1510-1630 | Exercise continued |

# INTRODUCTION



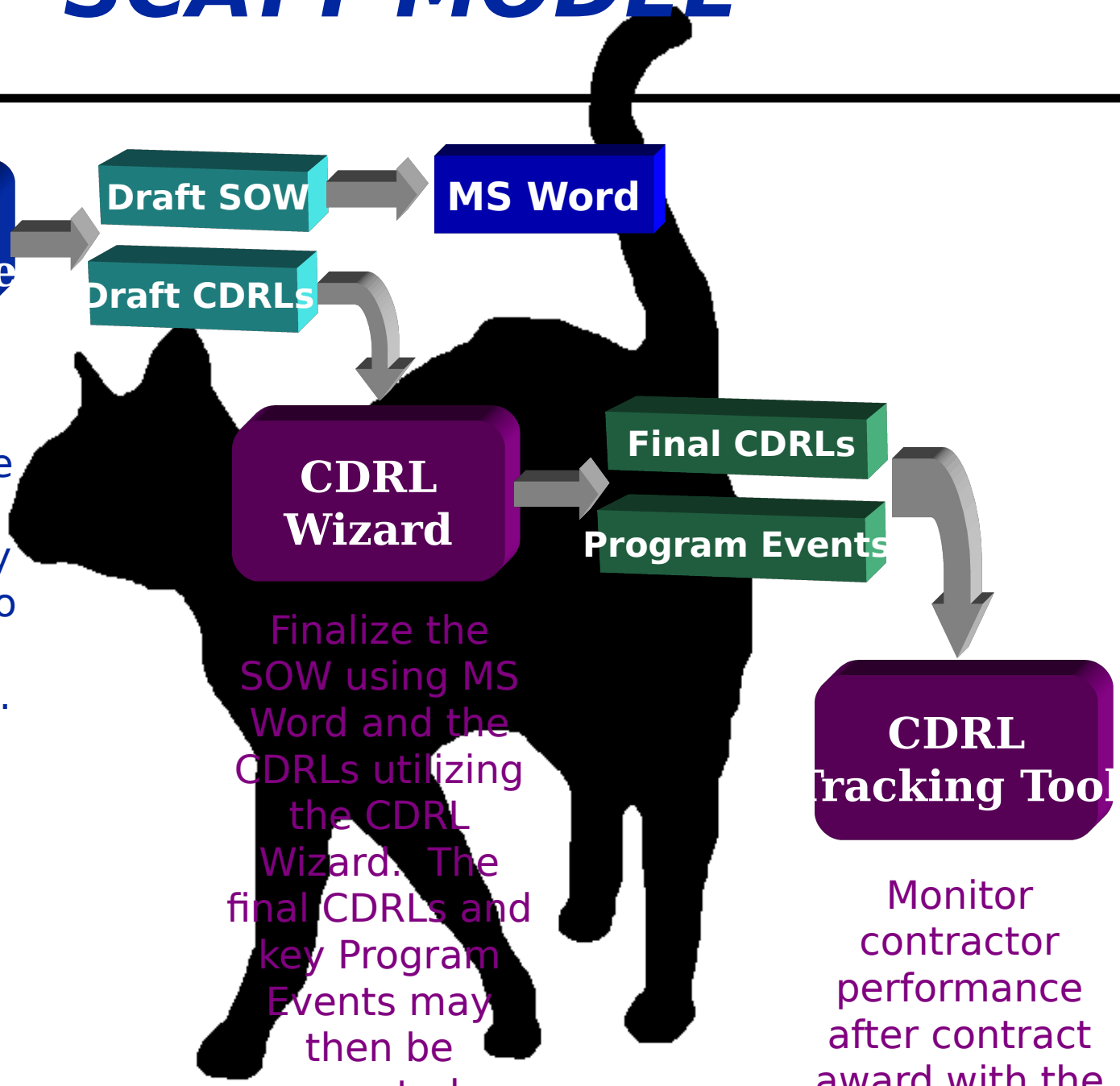
- SCATT is a simple stand alone tool that is comprised of three separate applications to assist a Program Team in developing a draft SOW and CDRL package in a collaborative environment and by monitoring contractor performance after Contract Award.

  - The SOW Questionnaire contains a series of Yes/No questions that are answered to develop a draft SOW and CDRL package.

  - The CDRL Wizard allows the user to tailor draft CDRLs and prepare them for submission to Contracts.

  - The CDRL Tracking Tool is utilized after Contract Award to follow program status and monitor contractor performance in the delivery of technical data.

# SCATT MODEL

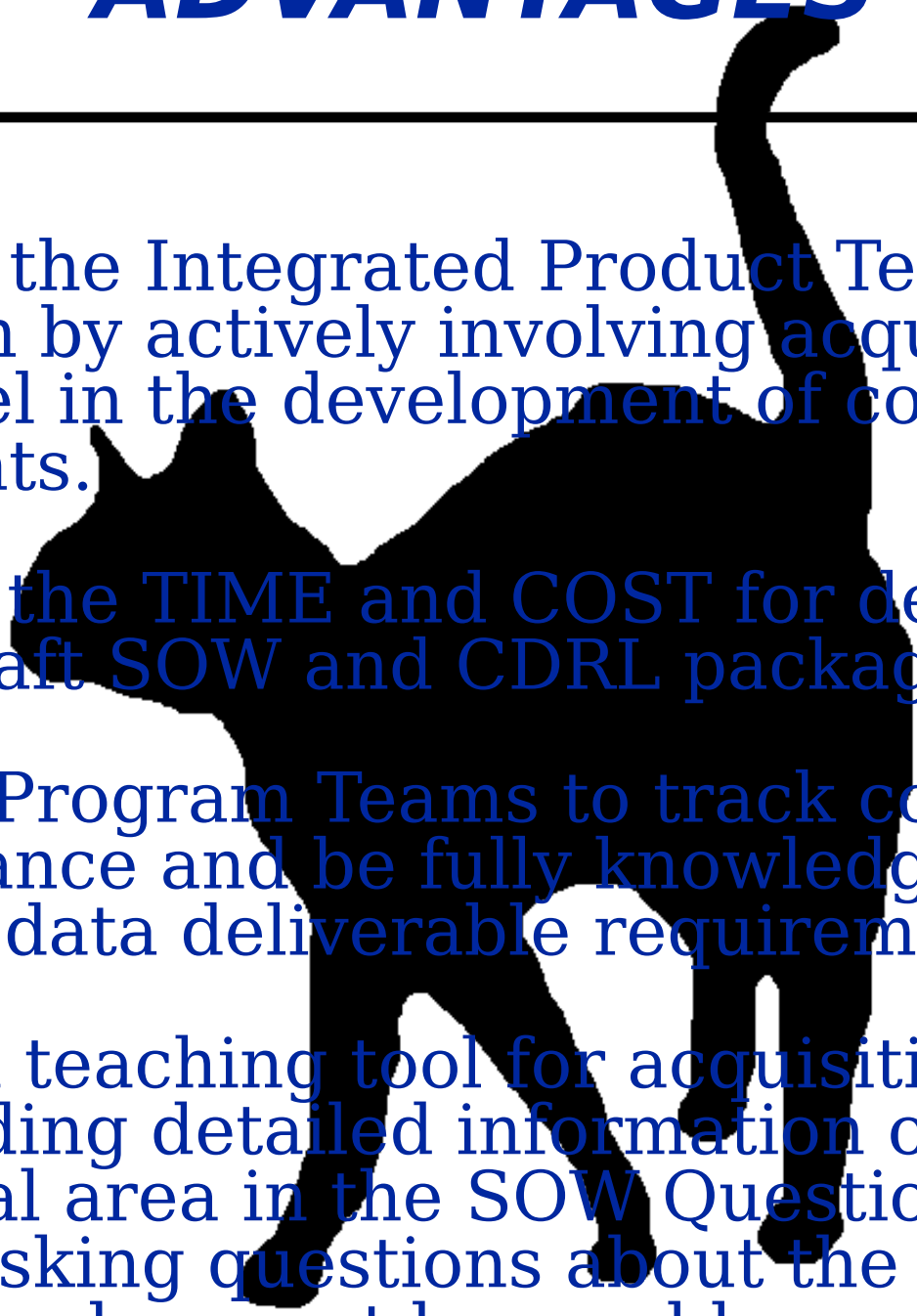



Develop a Draft SOW and CDRL package with the SOW Questionnaire by answering Yes/No questions in an IPT environment.

Finalize the SOW using MS Word and the CDRLs utilizing the CDRL Wizard. The final CDRLs and key Program Events may then be exported.

Monitor contractor performance after contract award with the CDRL Tracker.

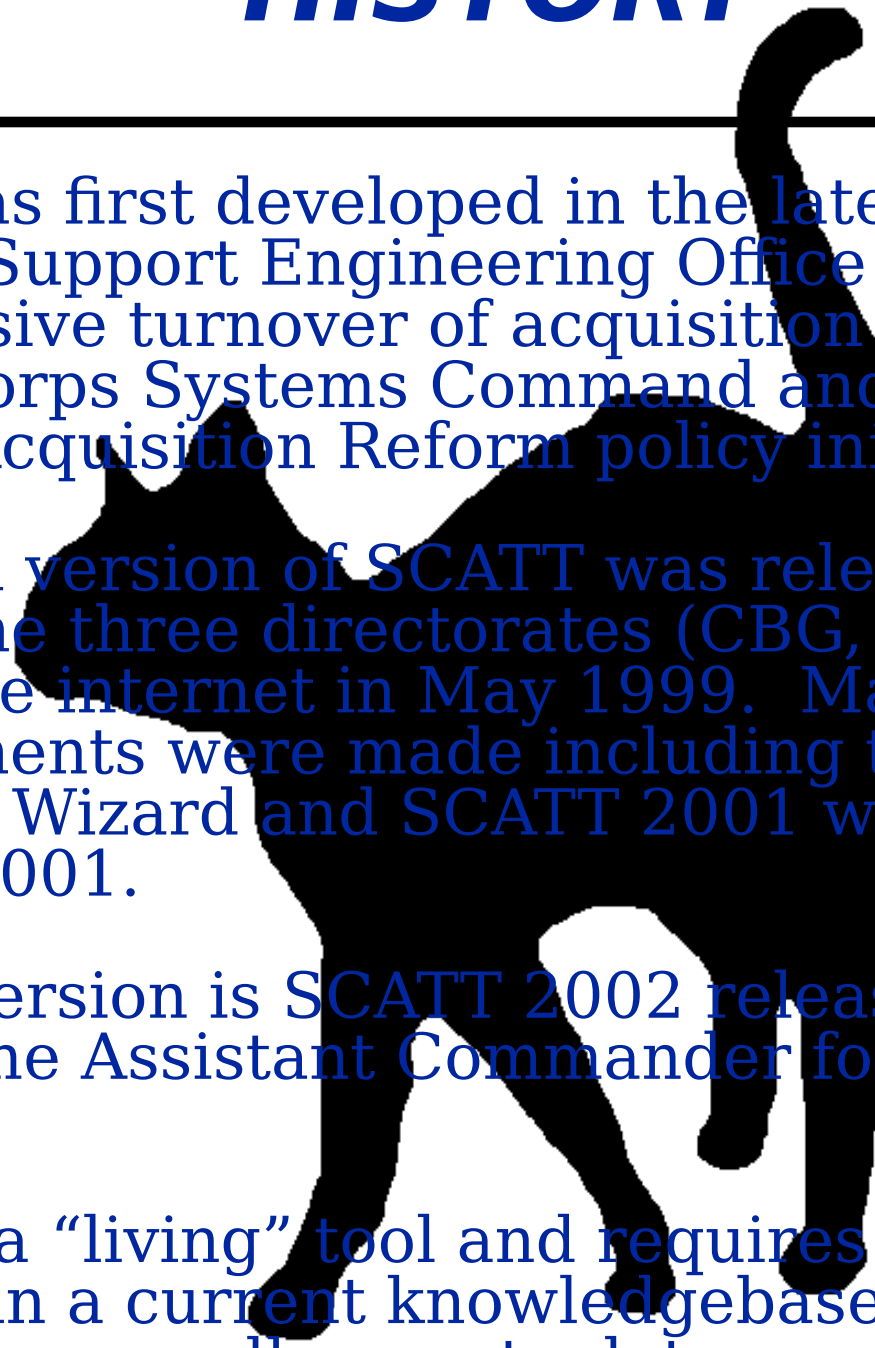
# ADVANTAGES



SCATT:

- Employs the Integrated Product Team (IPT) approach by actively involving acquisition personnel in the development of contract documents.
- Reduces the TIME and COST for developing the initial draft SOW and CDRL package.
- Enables Program Teams to track contractor performance and be fully knowledgeable of the contract data deliverable requirements.
- Acts as a teaching tool for acquisition personnel by providing detailed information on each functional area in the SOW Questionnaire and also by asking questions about the program which may have not been addressed previously.

# HISTORY



- SCATT was first developed in the late 90's by the Program Support Engineering Office to help combat the excessive turnover of acquisition personnel in the Marine Corps Systems Command and to incorporate the new Acquisition Reform policy initiatives.
- The initial version of SCATT was released in April 1999 to the three directorates (CBG, C4I, and CSLE) and via the internet in May 1999. Many enhancements were made including the addition of the CDRL Wizard and SCATT 2001 was released in October 2001.
- Current version is SCATT 2002 released in October 2002 by the Assistant Commander for Engineering (ACENG).
- SCATT is a "living" tool and requires regular updates to maintain a current knowledgebase of policy and procedures as well as up to date specifications, standards, and DIDs.

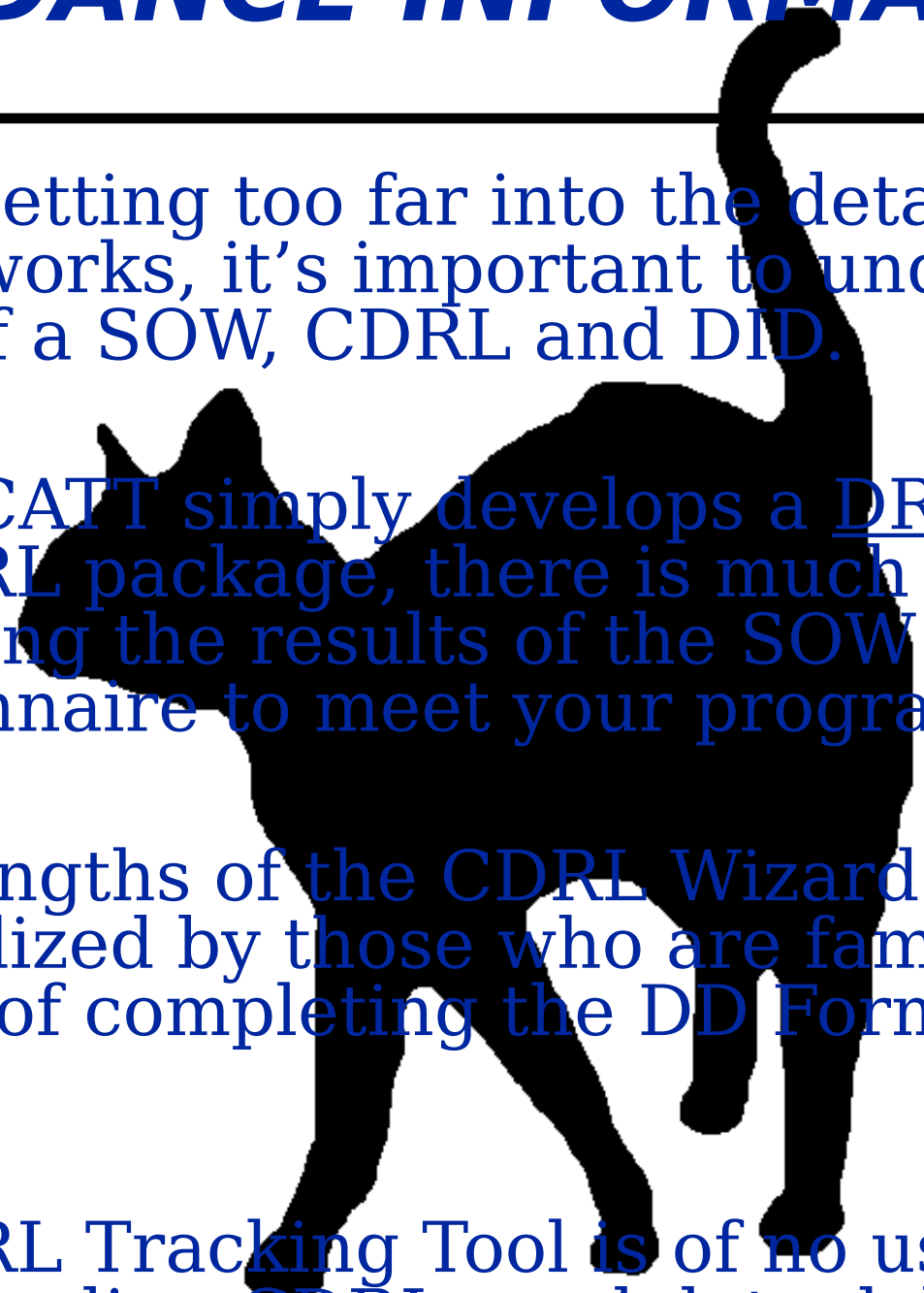
# CERTIFICATION

- SCATT 2001 received Navy Marine Corps Intranet (NMCI) certification in September 2002.
- SCATT 2002 received NMCI certification in August 2003.
- SCATT 2002 Received Department of Defense Information Technology Security and Accreditation Process (DITSCAP) accreditation in November 20

# PROGRAMS

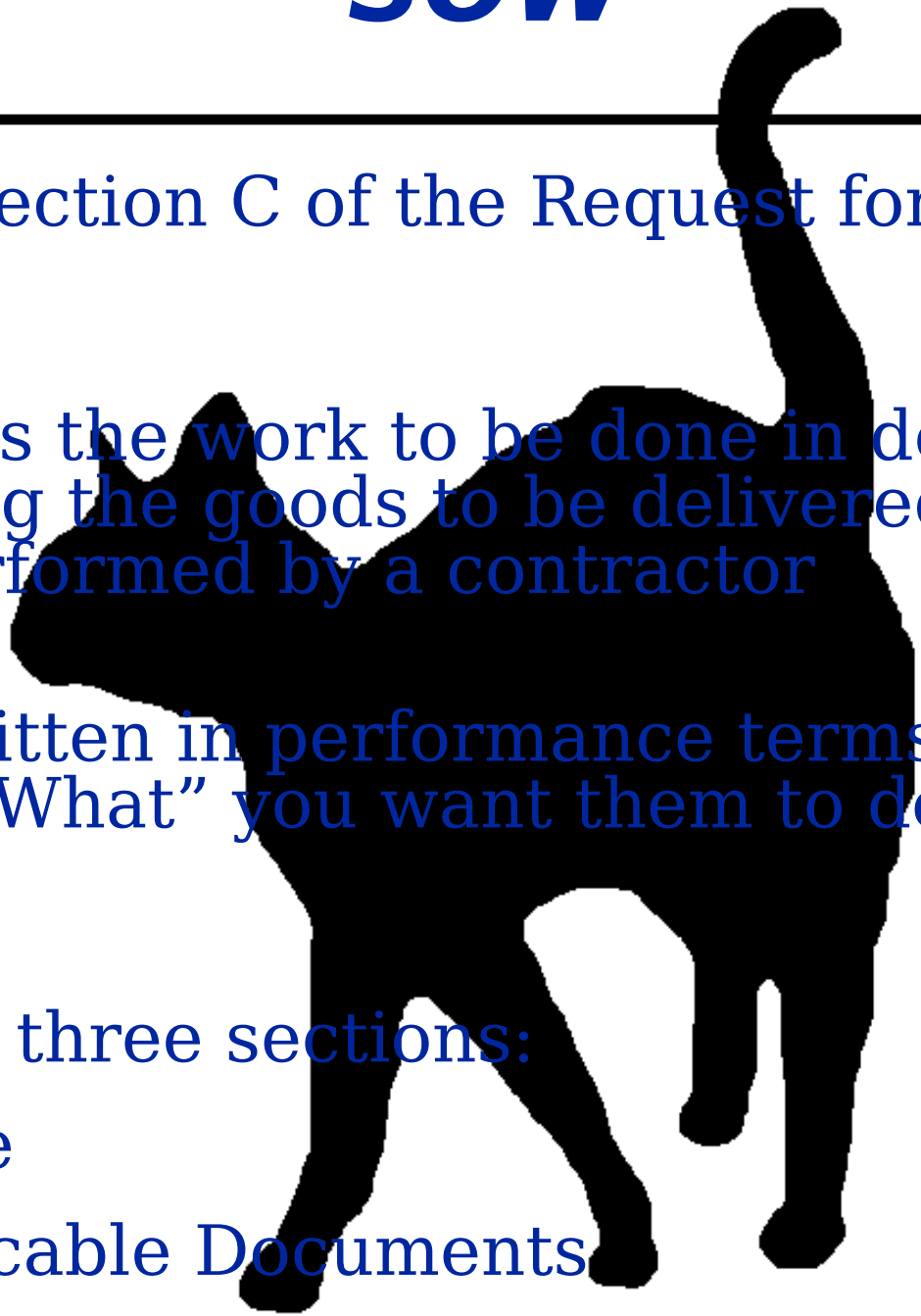
- Many programs have utilized SCATT over the years to assist in developing SOW/CDRL packages:
  - LVSR Logistics Vehicle System Replacement
  - JWARN Joint Warning And Reporting Network
  - ECU COTS 3 Ton and 5 Ton Environmental Control Units
  - AAV Amphibious Assault Vehicle
  - TDN/DTC Tactical Data Network/Digital Technical Control
  - JSGPM Joint Service General Protection Mask
  - CAC2S Common Aviation Command and Control System
  - RES Radar Environmental Simulator
  - TWPS Tactical Water Purification System
  - MTVR Medium Tactical Vehicle Replacement Variant
  - SOTM SATCOM On-The-Move
  - ITV Internally Transportable Vehicle
  - JECCS Joint Enhanced Core Communications System
  - RREP SS-3 Radio Reconnaissance Equipment Program SIGINT Suite-3
  - JSLNBCRS Joint Service Lightweight Nuclear, Biological, Chemical Reconnaissance System

# GUIDANCE INFORMATION



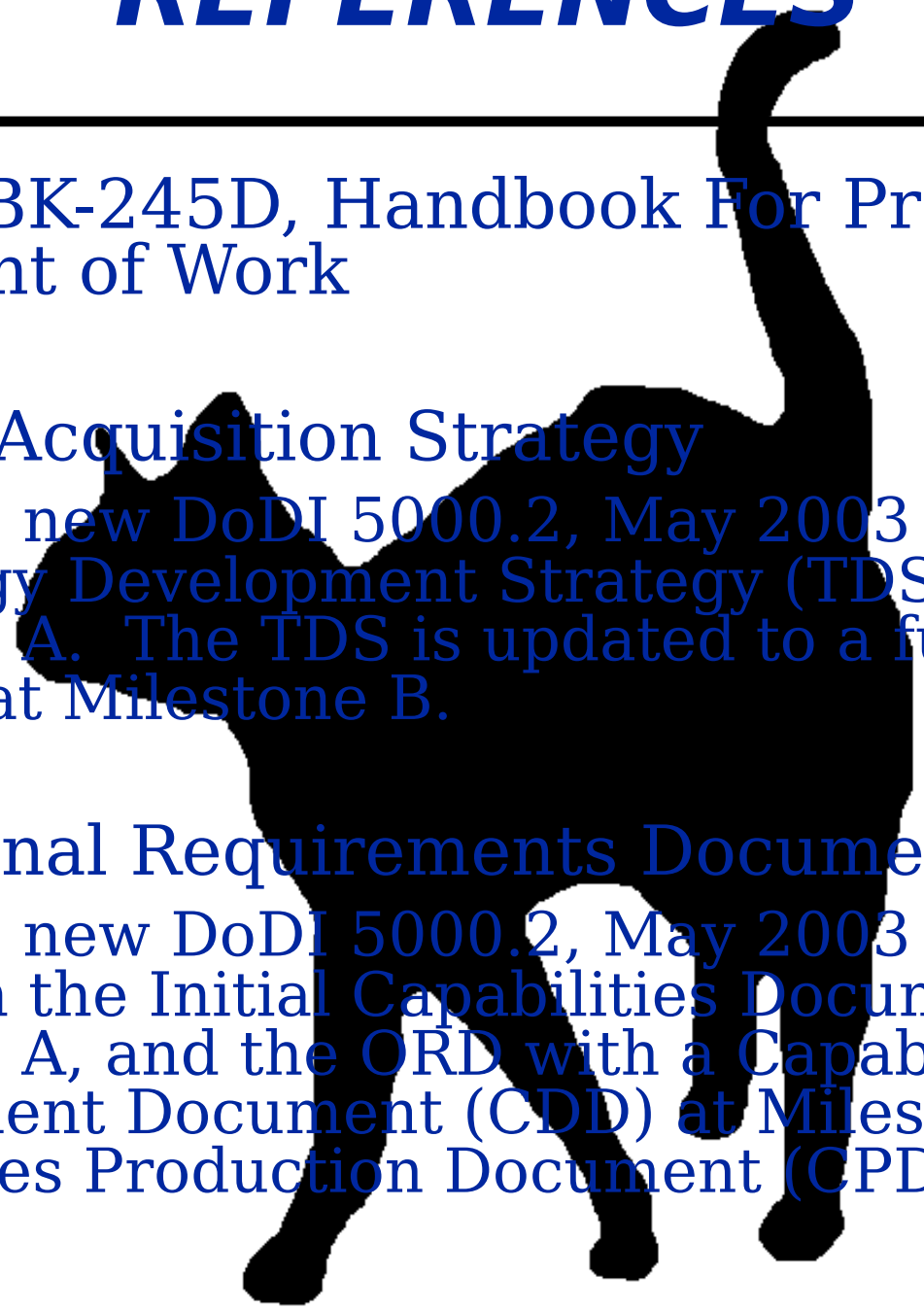
- Before getting too far into the details of how SCATT works, it's important to understand the basics of a SOW, CDRL and DID.
- Since SCATT simply develops a DRAFT SOW and CDRL package, there is much work involved in tailoring the results of the SOW Questionnaire to meet your program needs.
- The strengths of the CDRL Wizard are usually only realized by those who are familiar with the process of completing the DD Form 1423-1 (CDRL).
- The CDRL Tracking Tool is of no use without understanding CDRLs and data deliverables.

# SOW



- Part of Section C of the Request for Proposal (RFP)
- Describes the work to be done in developing or producing the goods to be delivered or services to be performed by a contractor
- To be written in performance terms by telling the vendor “What” you want them to do, not “How to” do it
- Has only three sections:
  1. Scope
  2. Applicable Documents
  3. Requirements

# REFERENCES

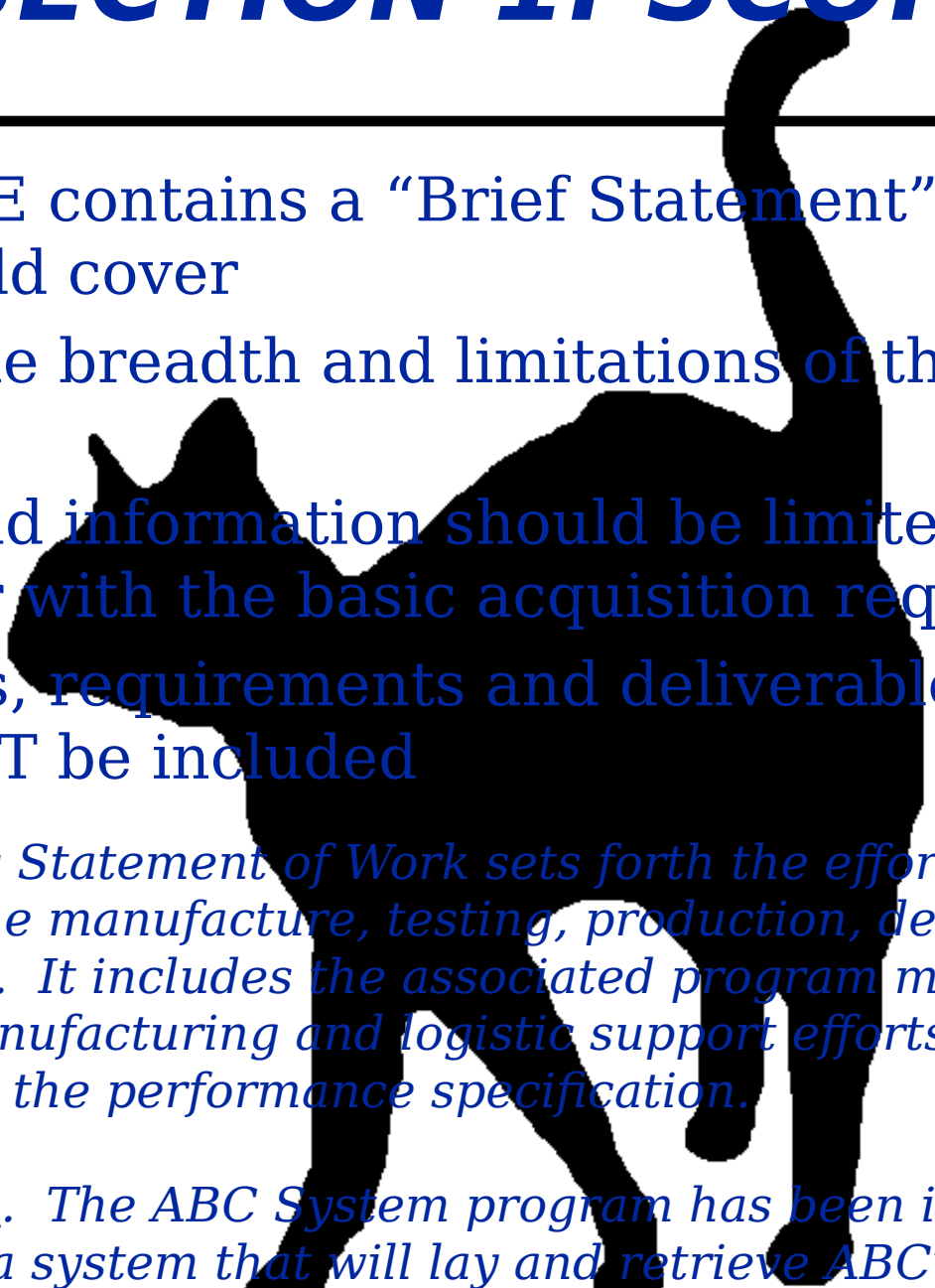


- MIL-HDBK-245D, Handbook For Preparation of Statement of Work
- Current Acquisition Strategy

  Note: The new DoDI 5000.2, May 2003 uses a Technology Development Strategy (TDS) prior to Milestone A. The TDS is updated to a full Acquisition Strategy at Milestone B.
- Operational Requirements Document (ORD)

  Note: The new DoDI 5000.2, May 2003 replaces the MNS with the Initial Capabilities Document (ICD) at Milestone A, and the ORD with a Capabilities Development Document (CDD) at Milestone B and a Capabilities Production Document (CPD) at Milestone C.
- Performance Specification (if available)

# SECTION 1: SCOPE



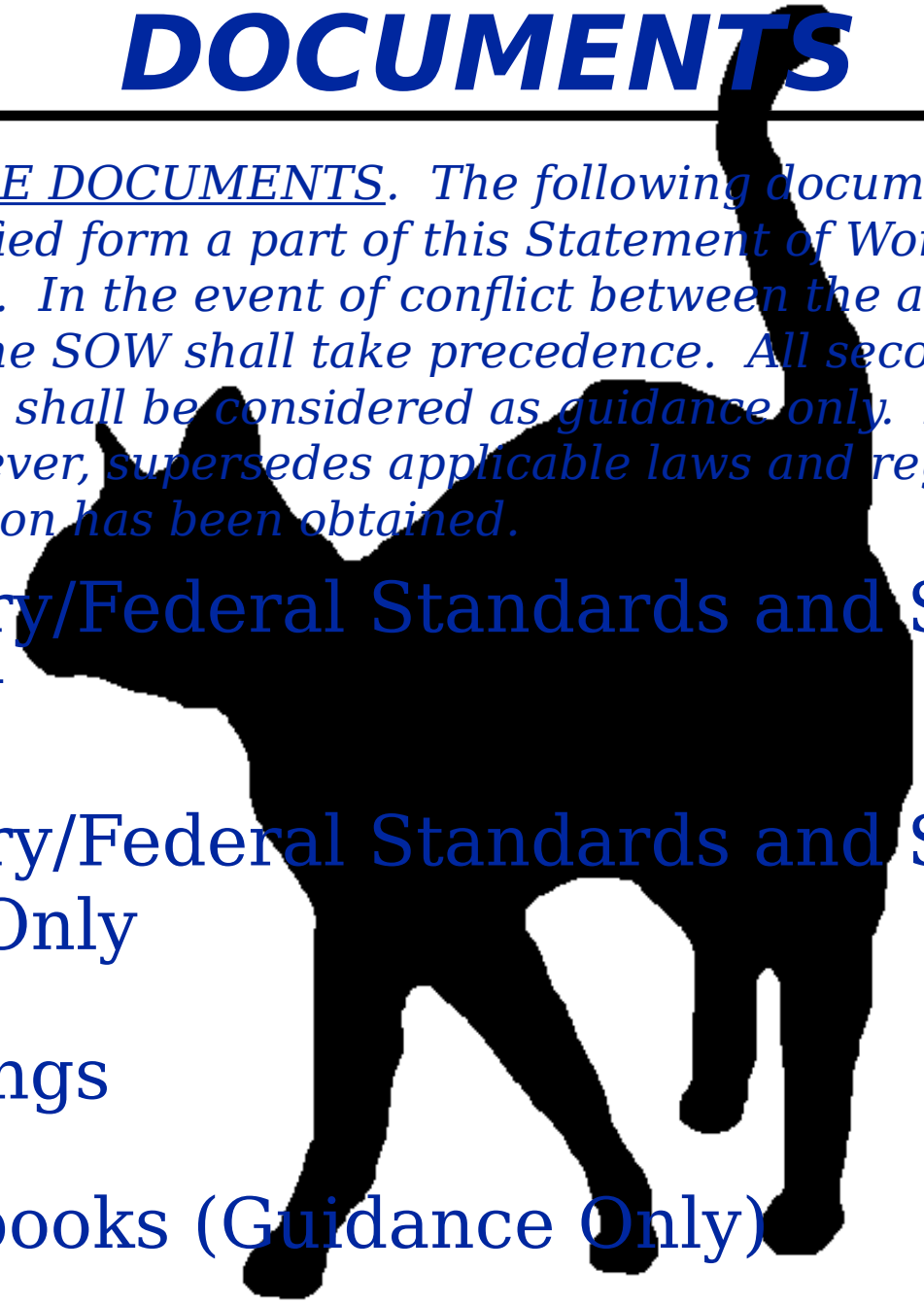
- The SCOPE contains a “Brief Statement” of what the SOW should cover
- Address the breadth and limitations of the work to be done
- Background information should be limited to only provide the vendor with the basic acquisition requirement
- Work tasks, requirements and deliverable products should NOT be included

*1.0 Scope. This Statement of Work sets forth the effort required by the contractor for the manufacture, testing, production, delivery and support of the ABC System. It includes the associated program management, human engineering, manufacturing and logistic support efforts required to ensure compliance with the performance specification.*

*1.1 Background. The ABC System program has been initiated to procure, test and deploy a system that will lay and retrieve ABC’s at a faster rate than the current method. Currently, the ABC System program has entered the Production & Deployment Phase (Milestone C) to procure the ABC System approved acquisition objective.*

# SECTION 2: APPLICABLE DOCUMENTS

*2.0 APPLICABLE DOCUMENTS. The following documents of the exact date and issue specified form a part of this Statement of Work to the extent specified herein. In the event of conflict between the applicable documents and this SOW, the SOW shall take precedence. All second tier and below references cited shall be considered as guidance only. Nothing in this document, however, supersedes applicable laws and regulations unless a specific exemption has been obtained.*



2.1 Military/Federal Standards and Specifications Mandatory

2.2 Military/Federal Standards and Specifications Guidance Only

2.3 Drawings

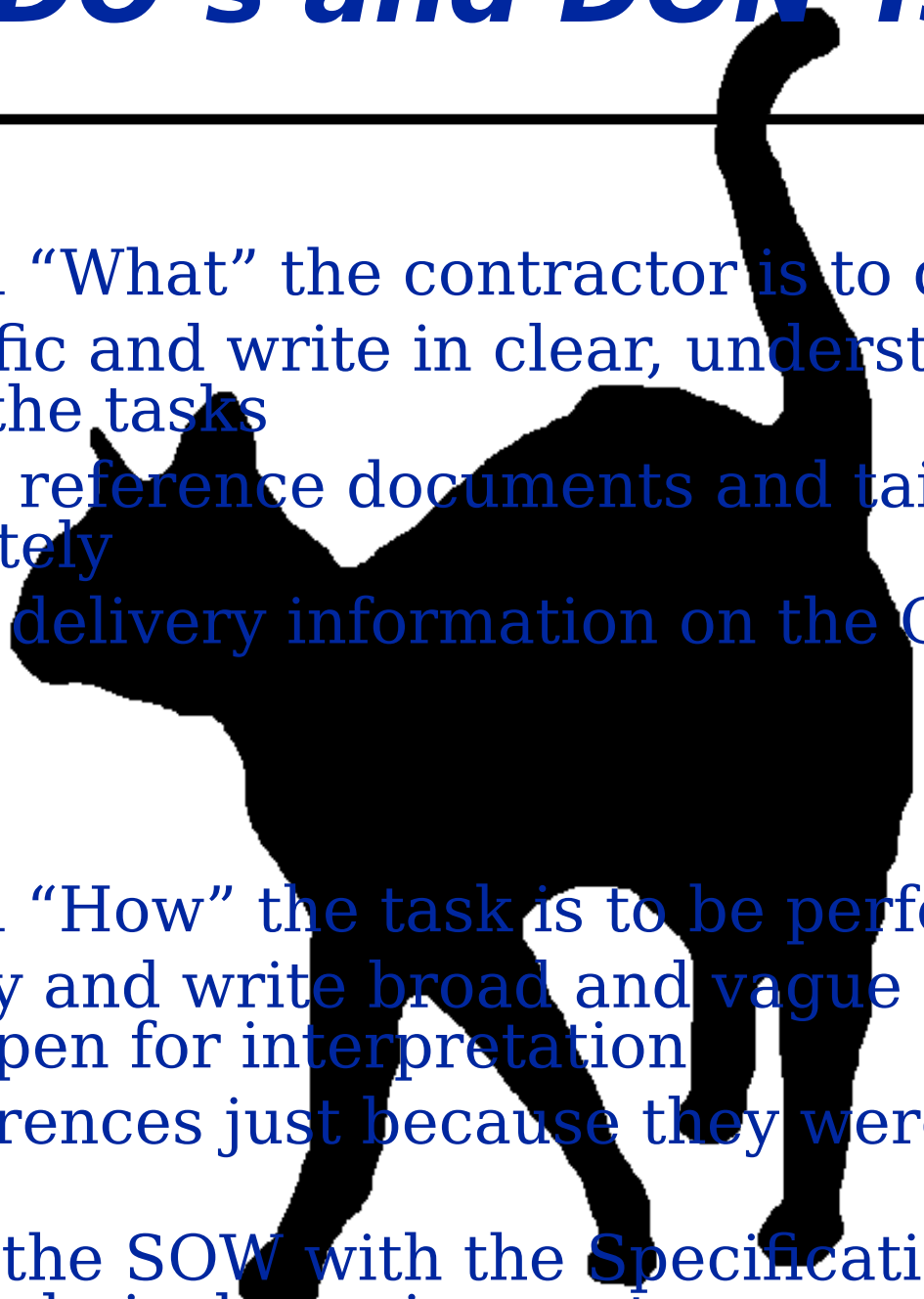
2.4 Handbooks (Guidance Only)

2.5 Other Government Documents

# SECTION 3: REQUIREMENTS

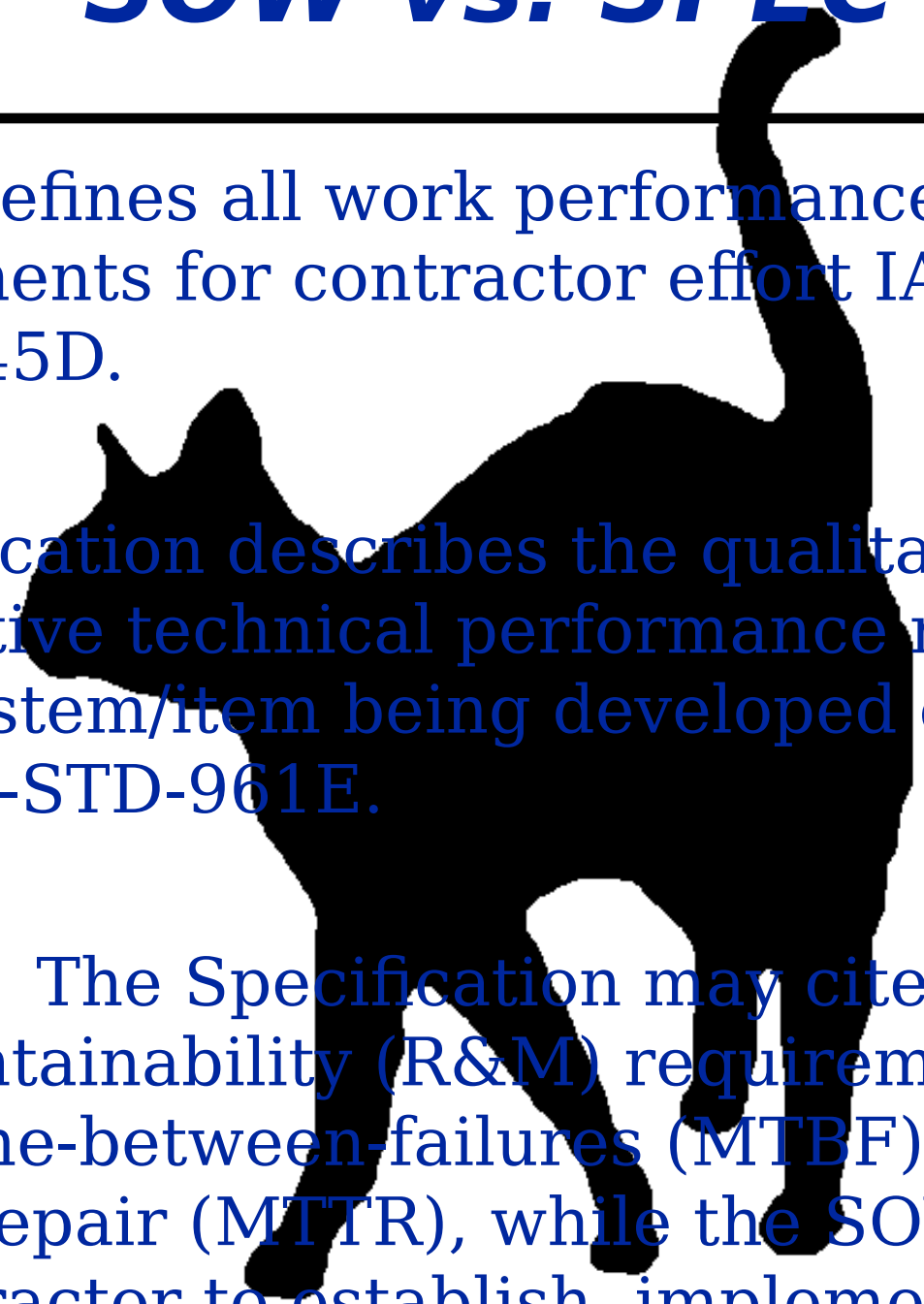
- Section 3 is the main portion of the SOW and contains all the requirements that the contractor must perform. All functional areas should be addressed including:
  - Program and Data Management
  - System Engineering
  - Environmental Safety and Health
  - Configuration Management Process
  - Testing/Verification
  - Integrated Logistics Support
  - Supply Support
  - Technical Publications
  - Support Equipment
  - Training
  - Packaging and Transportation
  - Software
  - Contractor Performance Measurement

# DO's and DON'Ts



- Do:
  - Focus on "What" the contractor is to do
  - Be specific and write in clear, understandable terms to define the tasks
  - Know all reference documents and tailor them appropriately
  - Put data delivery information on the CDRL, not in SOW
- Don't:
  - Focus on "How" the task is to be performed
  - Be wordy and write broad and vague requirements that are open for interpretation
  - Use references just because they were used in the last SOW
  - Confuse the SOW with the Specification and include specific technical requirements

# SOW vs. SPEC



- A SOW defines all work performance requirements for contractor effort IAW MIL-HDBK-245D.

- A Specification describes the qualitative and quantitative technical performance requirements of the system/item being developed or produced IAW MIL-STD-961E.

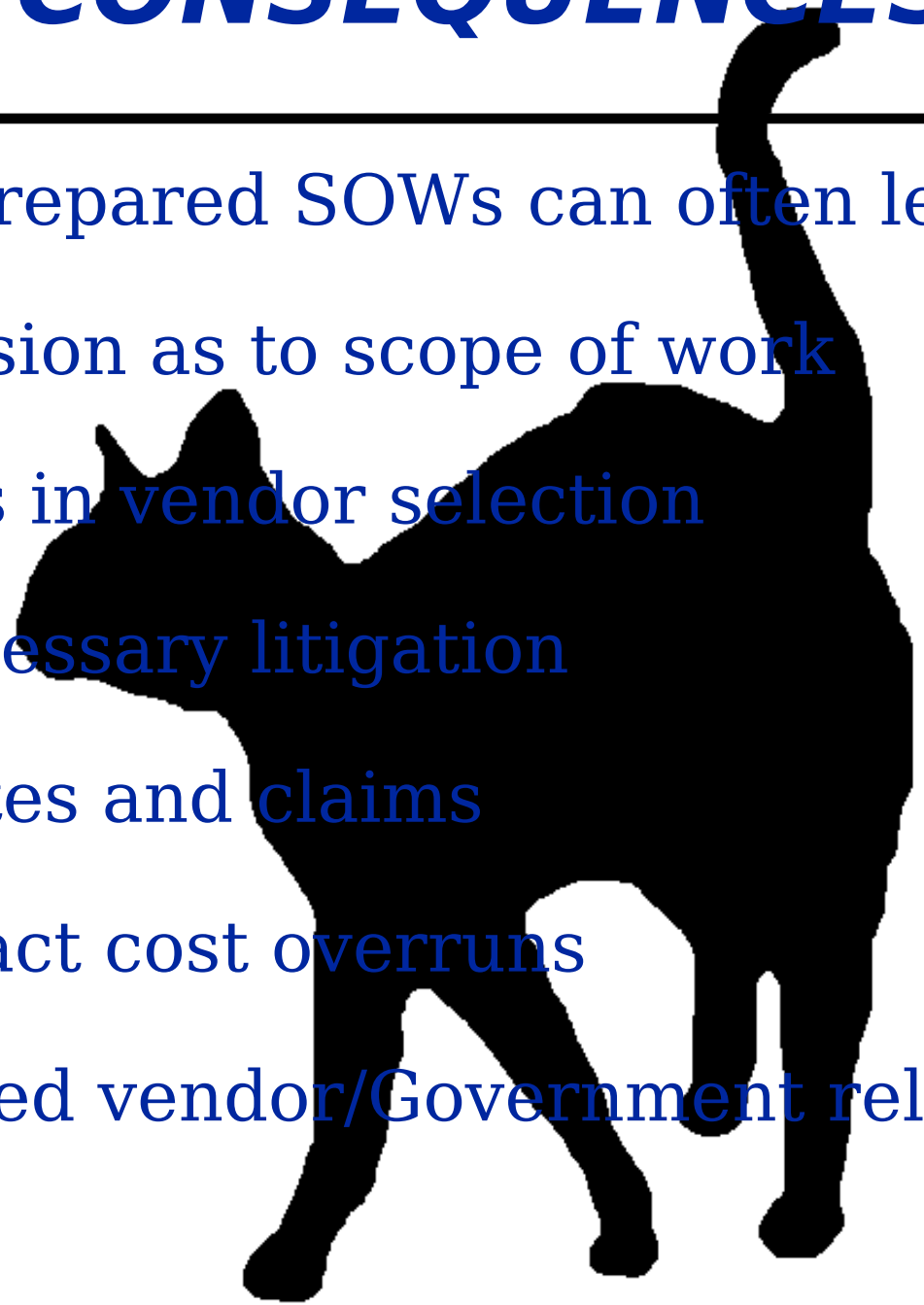
EXAMPLE: The Specification may cite reliability and maintainability (R&M) requirements using mean-time-between-failures (MTBF) and mean-time-to-repair (MTTR), while the SOW might task the contractor to establish, implement, and control an R&M program.

# RULES FOR WRITING

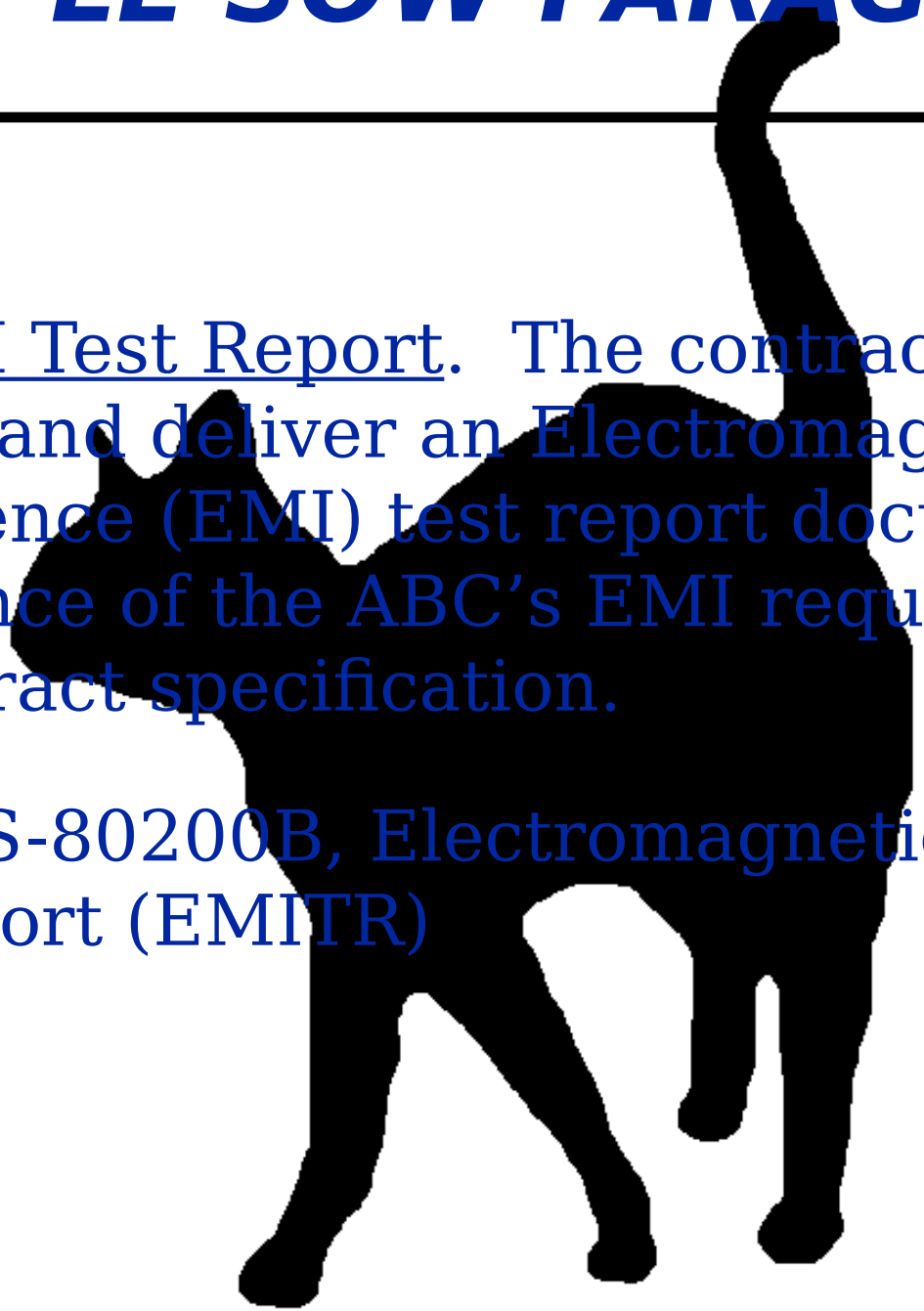
- Define all abbreviations and acronyms
- Use of “Shall” and “Will”
  - Shall = Mandatory Action by the contractor
  - Will = Government Action
- Do not overspecify requirements
- Avoid using these terms:
  - “Carefully performed”
  - “Accurate workmanship”
  - “Unless otherwise directed”
  - “As necessary”
  - “If required”
  - “As required”
  - “In the opinion of the contracting officer”

# CONSEQUENCES

- Poorly prepared SOWs can often lead to:
  - Confusion as to scope of work
  - Delays in vendor selection
  - Unnecessary litigation
  - Disputes and claims
  - Contract cost overruns
  - Strained vendor/Government relations



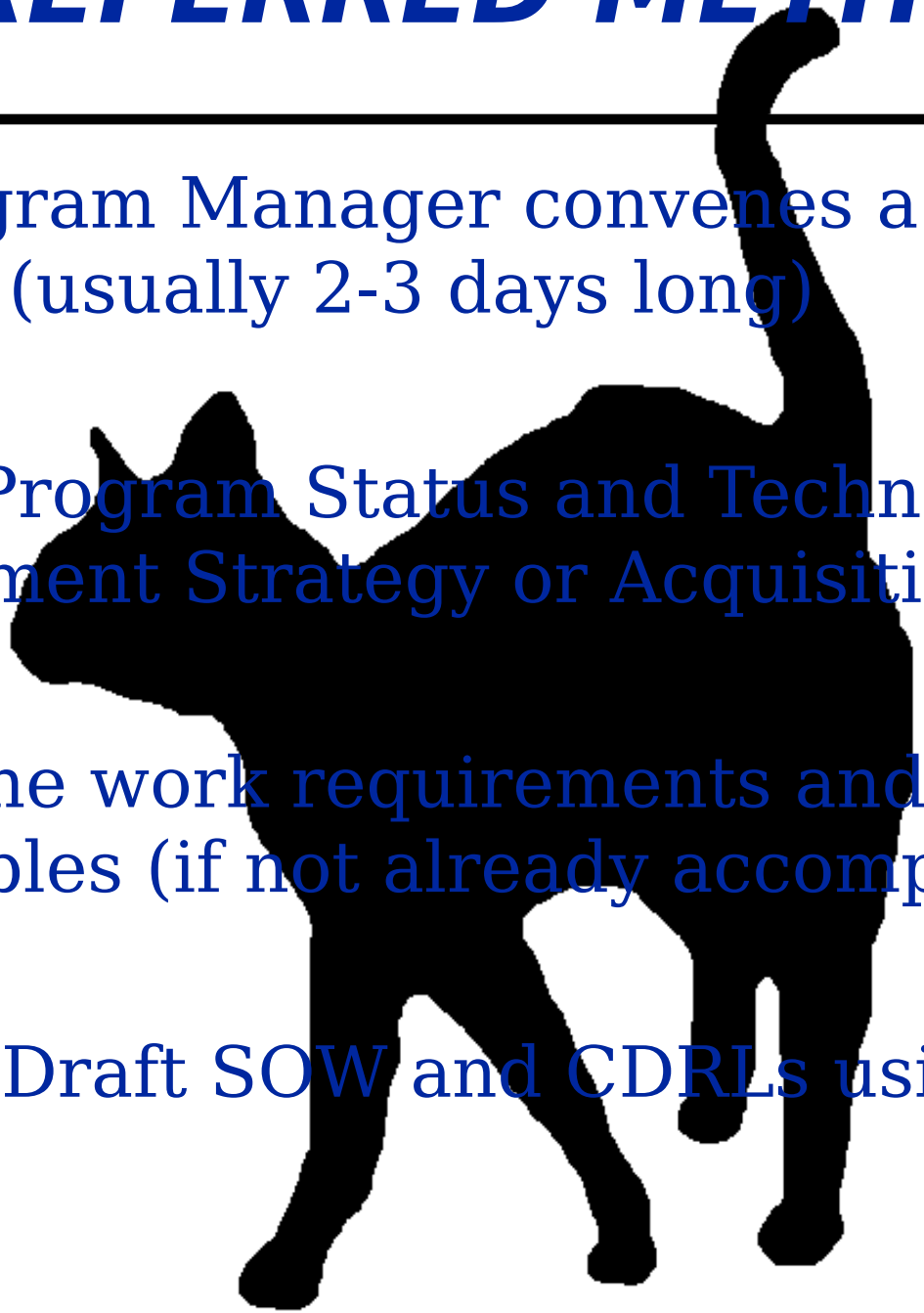
# SAMPLE SOW PARAGRAPH



3.10.2 EMI Test Report. The contractor shall prepare and deliver an Electromagnetic Interference (EMI) test report documenting the compliance of the ABC's EMI requirements of the contract specification.

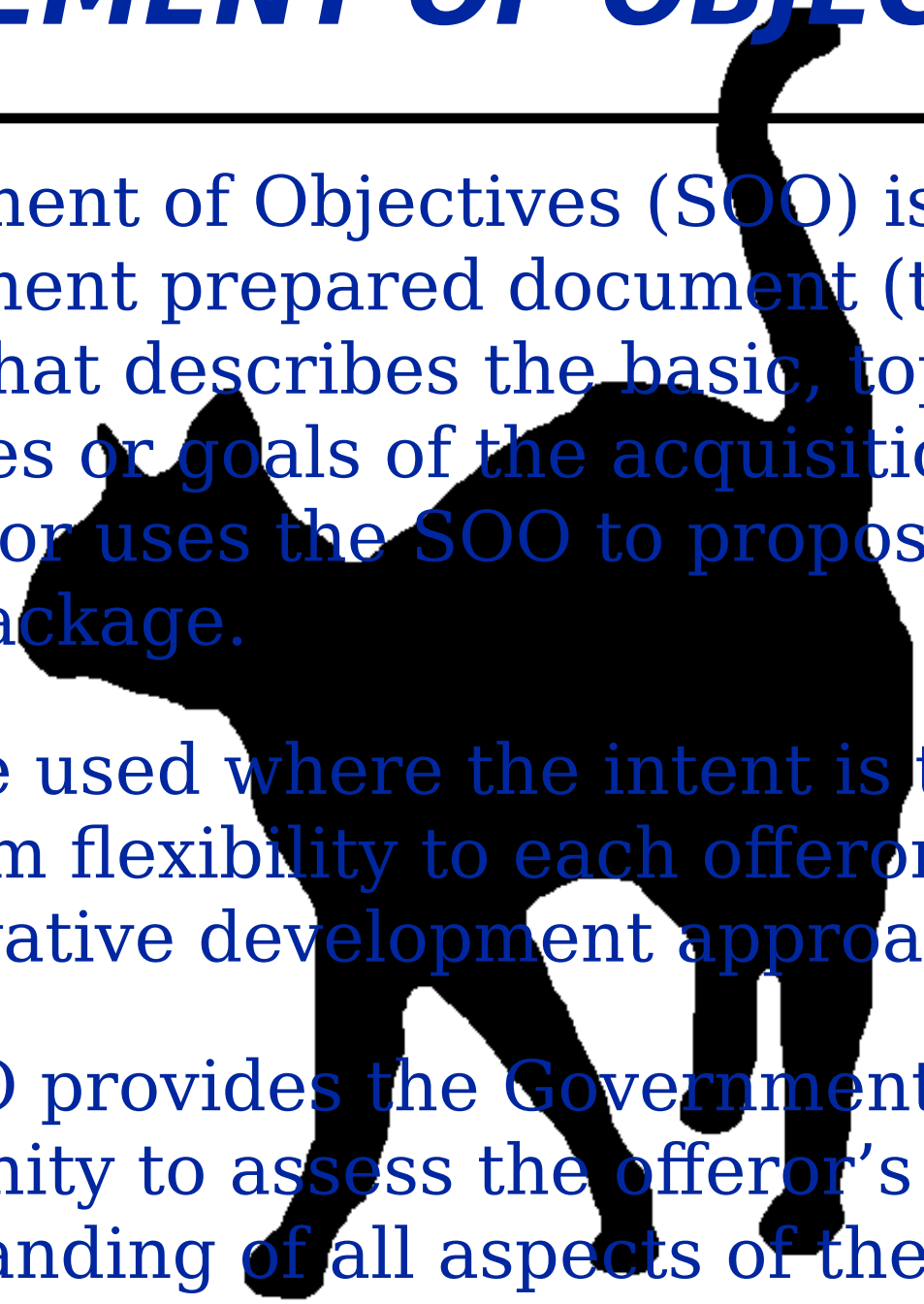
DI-EMCS-80200B, Electromagnetic Interference Test Report (EMITR)

# PREFERRED METHOD



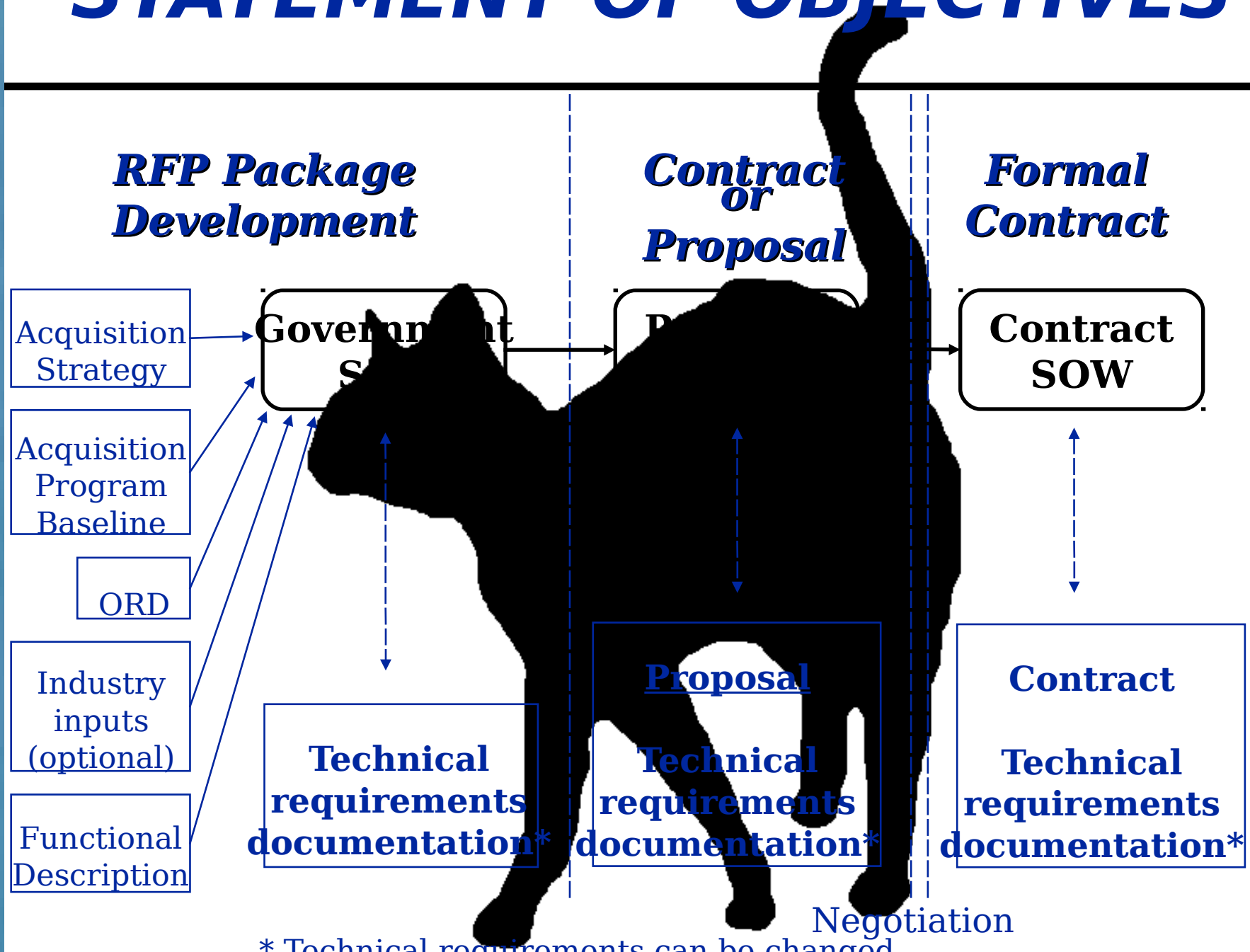
- The Program Manager convenes a SOW IPT Meeting (usually 2-3 days long)
- Review Program Status and Technology Development Strategy or Acquisition Strategy
- Determine work requirements and data deliverables (if not already accomplished)
- Develop Draft SOW and CDRLs using SCATT 2002

# STATEMENT OF OBJECTIVES



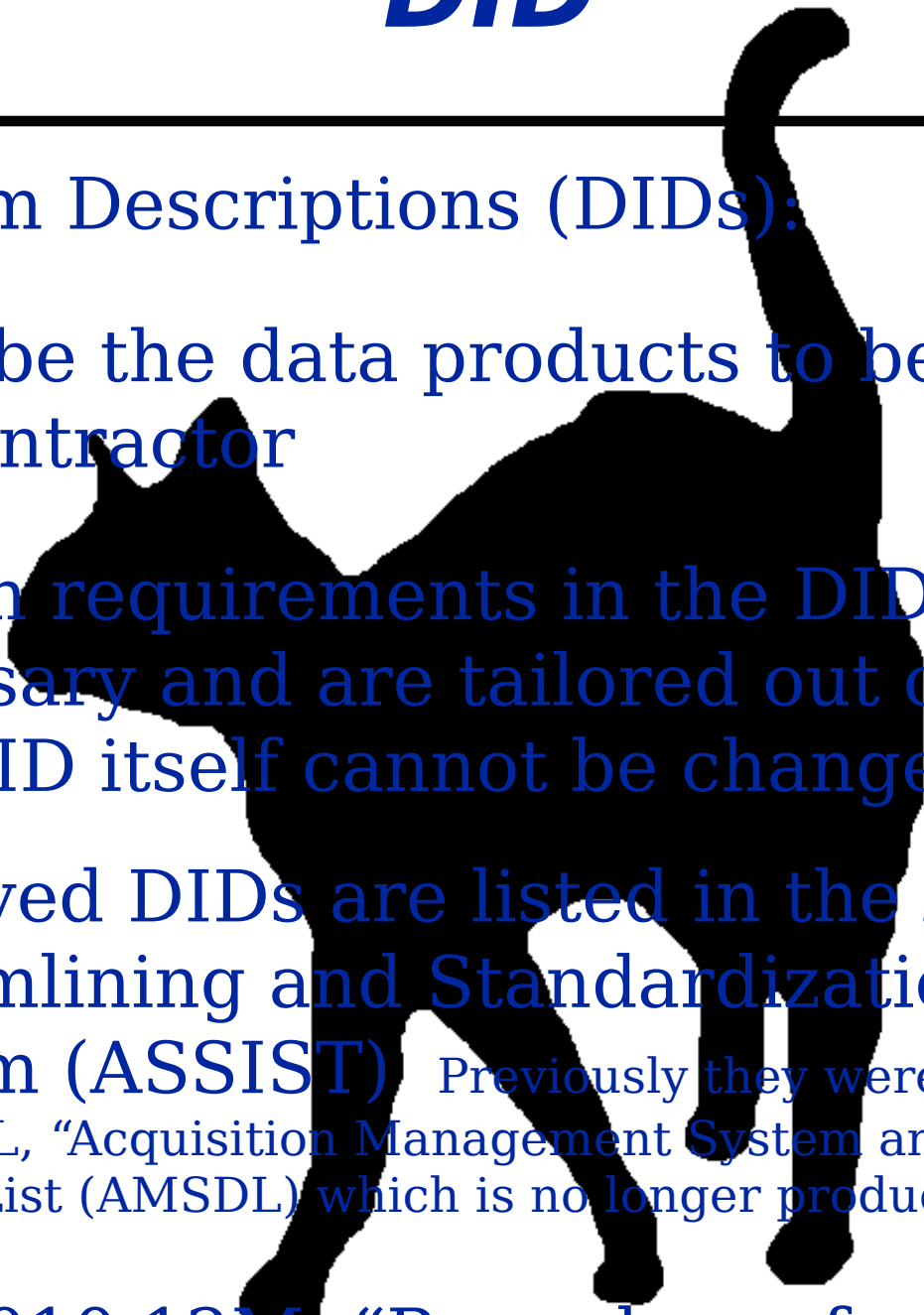
- A Statement of Objectives (SOO) is a Government prepared document (typically 2-4 pages) that describes the basic, top-level objectives or goals of the acquisition. The contractor uses the SOO to propose a SOW and CDRL package.
- It can be used where the intent is to provide the maximum flexibility to each offeror to propose an innovative development approach.
- The SOO provides the Government with an opportunity to assess the offeror's understanding of all aspects of the effort to be performed.

# STATEMENT OF OBJECTIVES




* Technical requirements can be changed due to performance/cost tradeoffs.

# DID



- Data Item Descriptions (DIDs):
  - Describe the data products to be delivered by the contractor
  - Certain requirements in the DID may not be necessary and are tailored out on the CDRL. The DID itself cannot be changed
  - Approved DIDs are listed in the Acquisition Streamlining and Standardization Information System (ASSIST) Previously they were listed in the DoD 5010.12-L, "Acquisition Management System and Data Requirements Control List (AMSDL) which is no longer produced."
  - DoD 5010.12M, "Procedures for the Acquisition and Management of Technical Data" contains

# SAMPLE DID

**DATA ITEM DESCRIPTION**

**Title:** Electromagnetic Interference Test Report (EMITR)
**Number:** DI-EMCS-80200B **Approval Date:** 199[illegible]0
**AMSC Number: F7354** **Limitation:**
**DTIC Applicable:** **GIDEP Applicable:**
**Office of Primary Responsibility:** F-11
**Applicable Forms:**
**Use/Relationships:** The [illegible]TR provides the da[illegible]ssary to evaluate compliance o[illegible]ment or subsy[illegible]tic interference (EMI) control requ[illegible]ed on MIL[illegible]ssion of recommended corrective[illegible]. Thi[illegible]ntains the format and content[illegible]MIL-STD-461. This DID is relat[illegible]ol Procedures (EMICP), and DI-[illegible]s (EMITP). This DID supersedes D[illegible]

**Requirements:**
1. Format. Contractor format i[illegible]

2. Content. The EMITR shall co[illegible]

2.1. Administrative data. The EMIT[illegible]n an admi[illegible]on covering the following:
a. Contract number.
b. Authentication and certifi[illegible]n of p[illegible]ance of t[illegible]es[illegible]a qualified representative of the procuring activity.
c. Disposition of the Equipm[illegible]Under Tes[illegible]T).
d. Description of the EUT, i[illegible]ing its func[illegible] chara[illegible]eris[illegible] intended installation, actual cable types (charact[illegible]ics and constr[illegible]on details [illegible] 4.3.8.6 of MIL-STD-461), and electrical current usa[illegible] each power inp[illegible]ine.
e. List of tests performed[illegible]h pass/fail indicati[illegible]
f. Any approved deviati[illegible]rom contractual te[illegible]ocedures or limits previously authorized.
g. Identification of Non-Developmental Items (NDI) and Government Furnished Equipment (GFE) that may be part of the EUT.
h. Traceability of test equipment calibration.
i. A reference to the approved EMI test procedure (EMITP).

# SAMPLE DID - CONTINUED

DI-EMCS-80200B

2.2. Detailed results. A separate appendix shall be prepared for [illegible] test. If deviations from an approved test procedure occurred during the test progra[illegible] additional appendix shall be provided with the "as run" procedures showing all red-line[illegible] procuring activity concurrence. A separate appendix shall be provided for log[illegible]s. Each test appendix shall contain the following factual data:

a. Test equipment n[illegible]enclature, serial numb[illegible] of [illegible]re used (if any), and calibr[illegible]tion [illegible]ate.

b. Photograp[illegible] [illegible]ams of the act[illegible]n identification.

c. Transfer i[illegible] current pr[illegible]

d. Antenn[illegible]

e. Imped[illegible]SN).

f. Ident[illegible]tual requirements,

g. Sample ca[illegible]mparison against the applicable lim[illegible]

h. The ambient radiate[illegible]ofile of the test facility, when necessary.

i. Data, and data presen[illegible]" sections of the individual test pro[illegible]

j. Scan speeds.

k. Measurement receiver ba[illegible]

l. Antenna polarization.

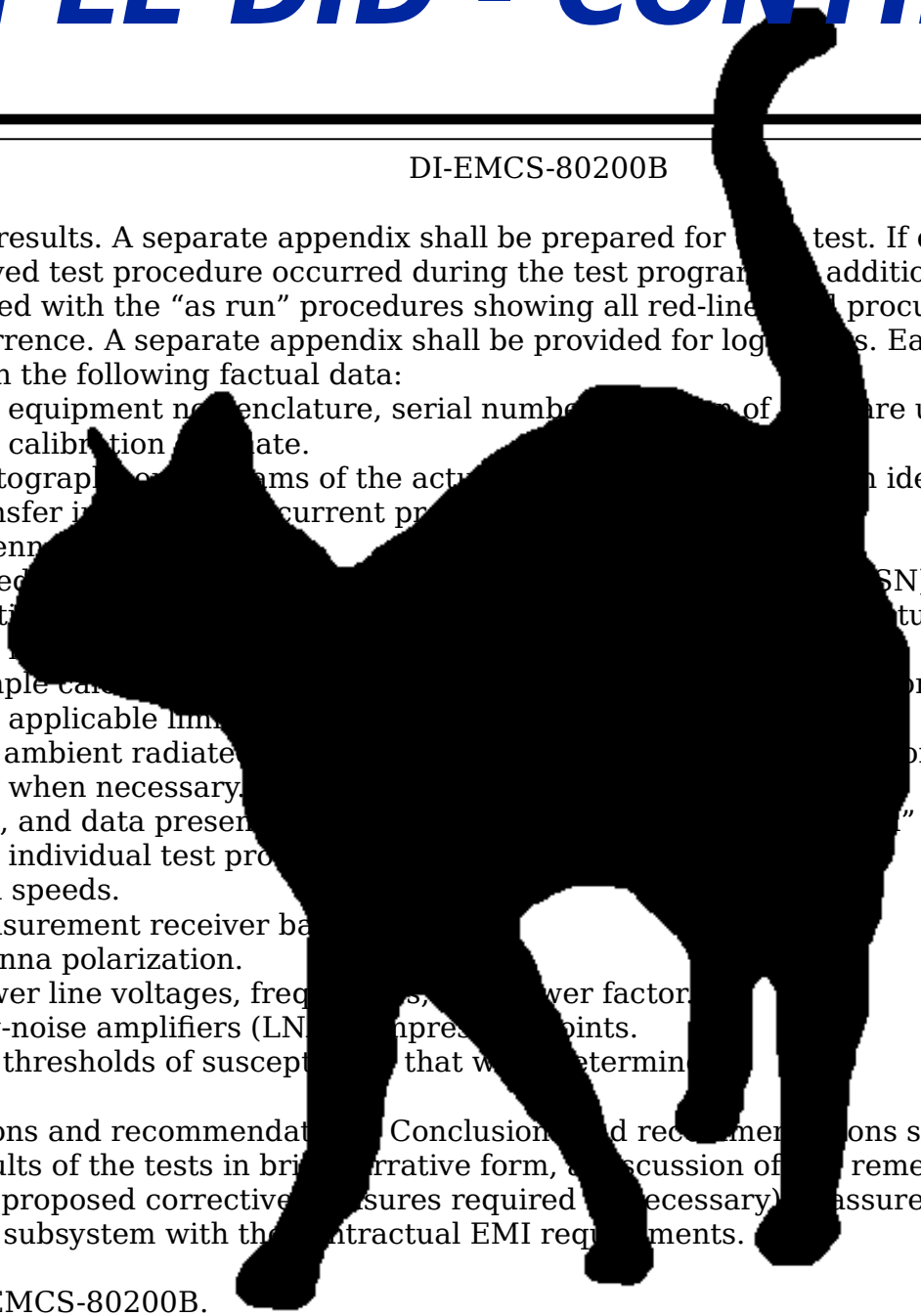
m. Power line voltages, freq[illegible]s, [illegible]wer factor[illegible]

n. Low-noise amplifiers (LN[illegible]mpres[illegible]oints.

o. Any thresholds of suscept[illegible] that w[illegible]etermin[illegible]

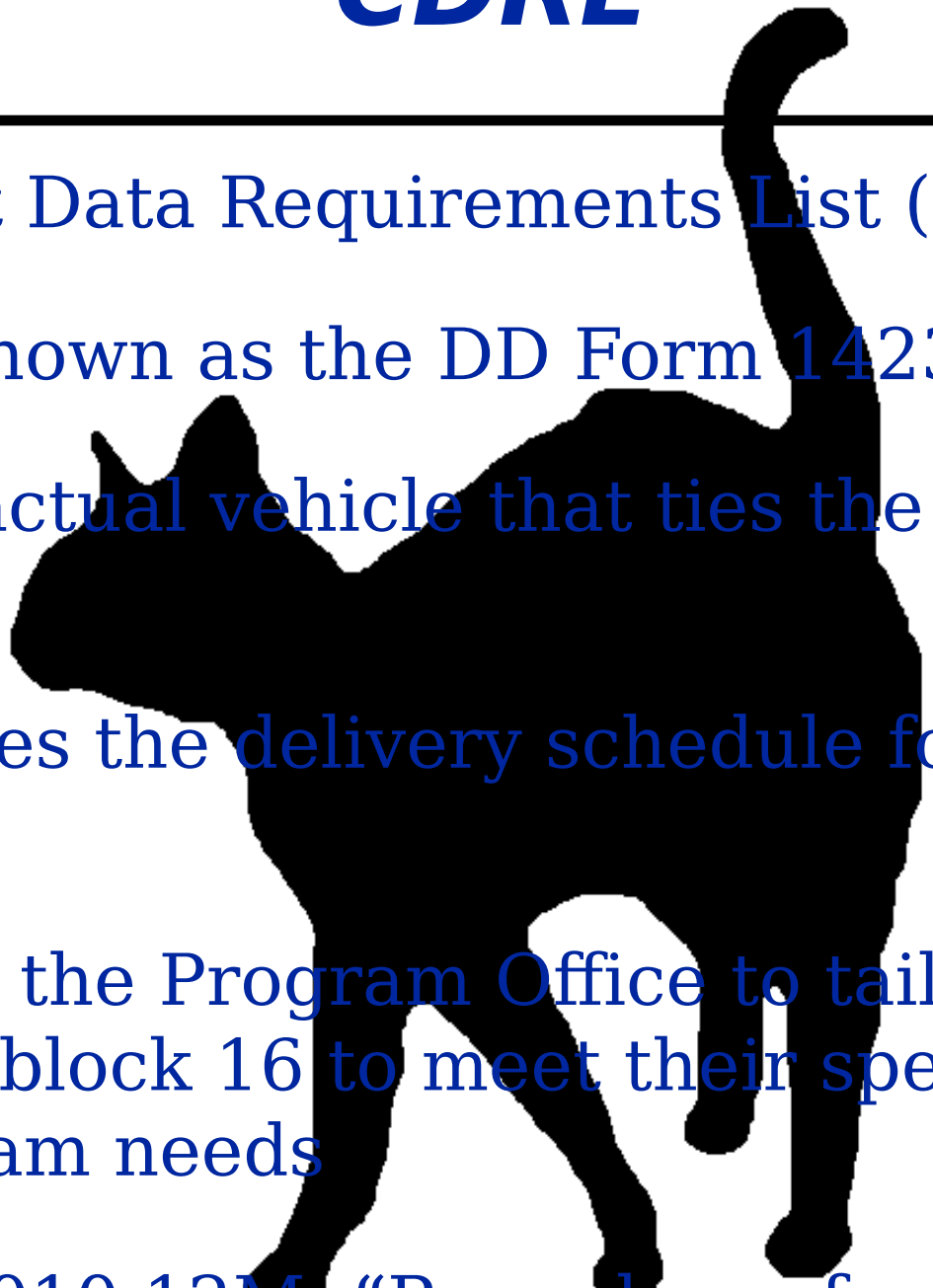
2.3. Conclusions and recommendat[illegible] Conclusion[illegible]d rec[illegible]mer[illegible]ons shall be provided, including results of the tests in bri[illegible]rrative form, [illegible]scussion of [illegible] remedial actions already initiated, and proposed corrective[illegible]sures required [illegible]ecessary) [illegible]assure compliance of the equipment or subsystem with th[illegible]ntractual EMI req[illegible]ments.

3. End of DI-EMCS-80200B.



# CDRL

- Contract Data Requirements List (CDRL)
  - Also known as the DD Form 1423
  - Contractual vehicle that ties the DID to the SOW
  - Provides the delivery schedule for the Data Item
  - Allows the Program Office to tailor the DID using block 16 to meet their specific program needs
  - DoD 5010.12M, “Procedures for the Acquisition and Management of Technical Data” contains policy and guidance



# SAMPLE CDRL

## CONTRACT DATA REQUIREMENTS LIST

*(1 Data Item)*

*Form Approved*
*OMB No. 0704-0188*

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please do not return your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.

| A. CONTRACT LINE ITEM NO. | B. EXHIBIT | C. CATEGORY: TDP ☐ TM ☐ OTHER ☑ |
|---|---|---|
| | A | |

| D. SYSTEM/ITEM | E. CONTRACT/PR NO. | F. CONTRACTOR |
|---|---|---|
| Tutorial | | |

| 1. DATA ITEM NO. | 2. TITLE OF DATA ITEM | 3. SUBTITLE |
|---|---|---|
| A001 | CONFERENCE AGENDA | |

| 4. AUTHORITY (Data Acquisition Document No.) | 5. CONTRACT REFERENCE | 6. REQUIRING OFFICE |
|---|---|---|
| DI-ADMN-81249A | | PG14 |

| 7. DD 250 REQ | 9. DIST STATEMENT REQUIRED | 10. FREQUENCY | 12. DATE OF 1ST SUBMISSION |
|---|---|---|---|
| LT | A | ASREQ | SEE BLK 16 |

| 8. APP CODE | 11. AS OF DATE | 13. DATE OF SUBSEQUENT SUBMISSION |
|---|---|---|
| | | EOC |

16. REMARKS

BLK 9 - The following information shall be included on the deliverable: DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

BLK 12 - Submit __ days prior to each conference, meeting, audit, or review.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(NOTE: Consideration needs to be given to delivery of this data via electronic/digital means vice hard copy. If electronic/digital media is desired -

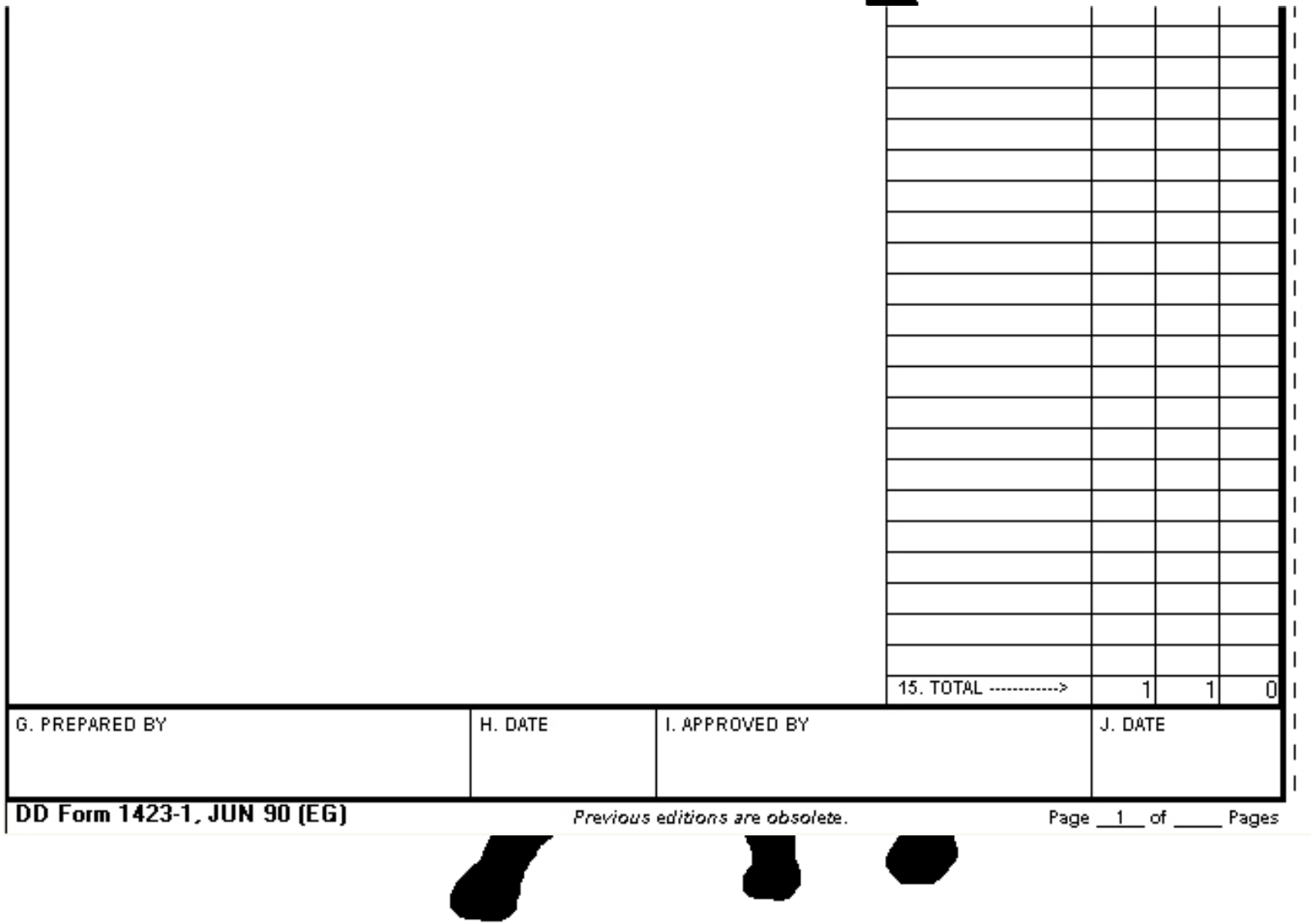
(1) Delete Blk 14b (Reg) copies (unless hard copy is still desired).
(2) Specify in Blk 14b (Repro) the quantity required.
(3) Add the following information to Blk 16 (revise as necessary)
"Blk 14 - Reproducible copy shall be delivered - provide electronic/digital requirements to include operating system; software requirements (i.e., MS Office 2000) or if delivery is required by electronic mail, provide the operating system and electronic mail requirements.")

| 14. DISTRIBUTION | | | |
|---|---|---|---|
| a. ADDRESSEE | b. COPIES | | |
| | Draft | Final | |
| | | Reg | Repro |
| MCSC: | | | |
| (PM) | 1 | 1 | |

| 17. PRICE GROUP |
|---|
| |

| 18. ESTIMATED TOTAL PRICE |
|---|
| |

# SAMPLE CDRL - CONTINUED

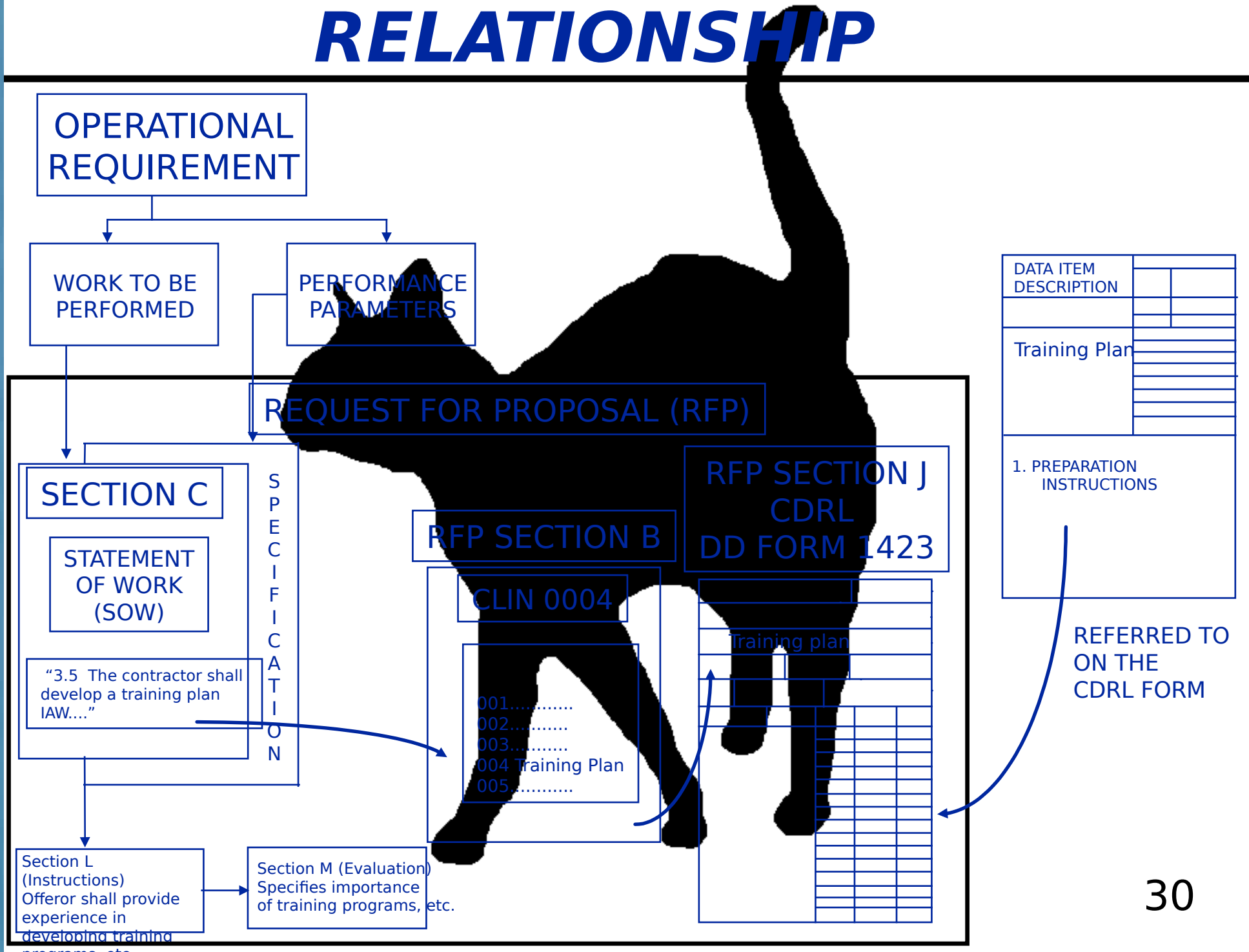


| | | | |
|---|---|---|---|
| 15. TOTAL ----------> | 1 | 1 | 0 |

| G. PREPARED BY | H. DATE | I. APPROVED BY | J. DATE |
|---|---|---|---|
| | | | |

DD Form 1423-1, JUN 90 (EG) *Previous editions are obsolete.* Page 1 of ____ Pages

# SPEC-SOW-CDRL-DID RELATIONSHIP



# Other ACENG Tools

- CM Navigator website

  - Web-based Alternative to Guidebook or Handbook

  - Provides Configuration Management Guidance including the four CM activities: Configuration Identification, Control, Status Accounting, and Audits/Reviews

  - Based primarily on MIL-HDBK-61A

  - www.marcorsyscom.usmc.mil/sites/cmnav

# Other ACENG Tools

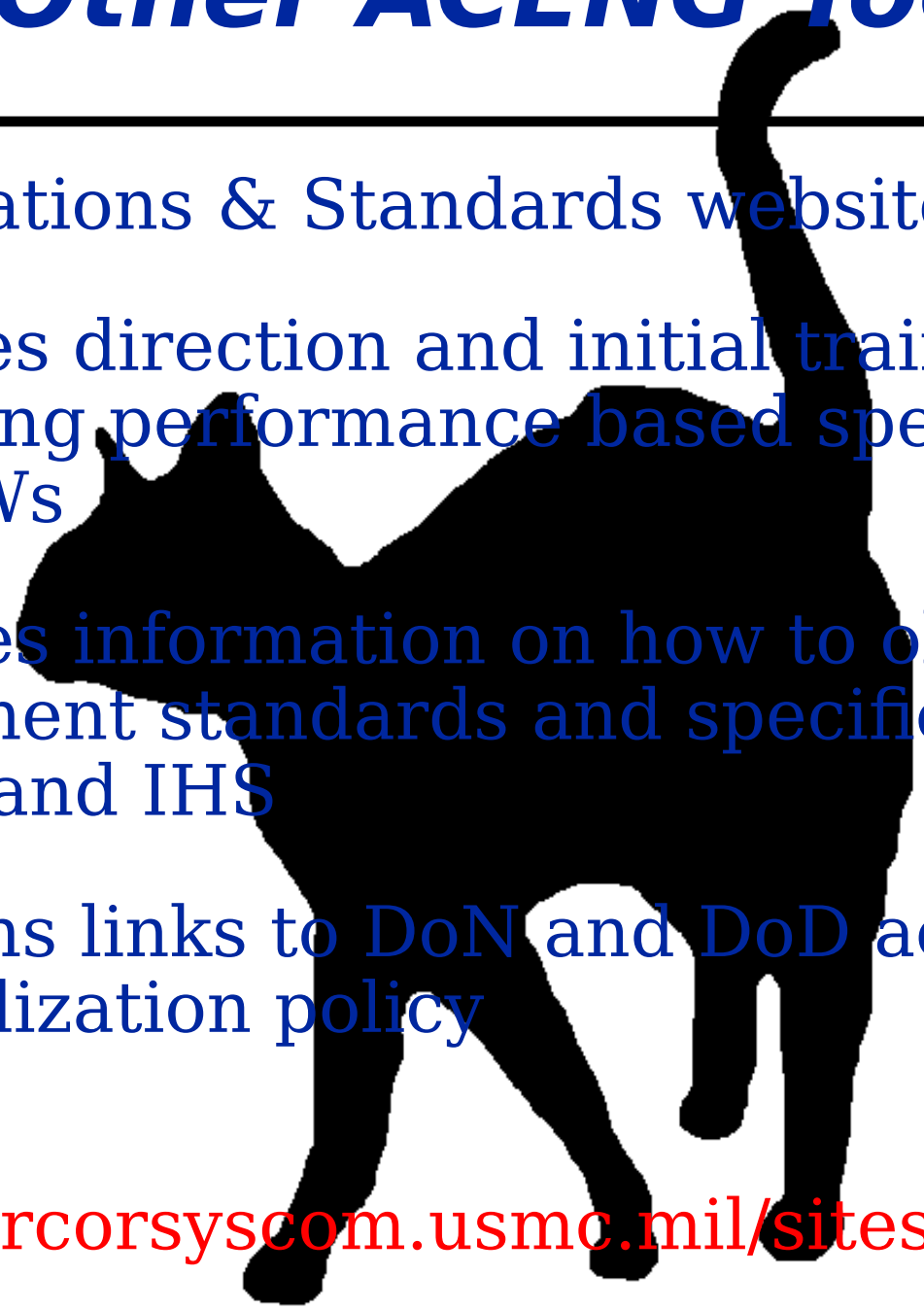
- Specifications & Standards website

  - Provides direction and initial training on developing performance based specifications and SOWs

  - Provides information on how to obtain Non-Government standards and specifications via ASSIST and IHS

  - Contains links to DoN and DoD acquisition and standardization policy

  - www.marcorsyscom.usmc.mil/sites/specs&standards



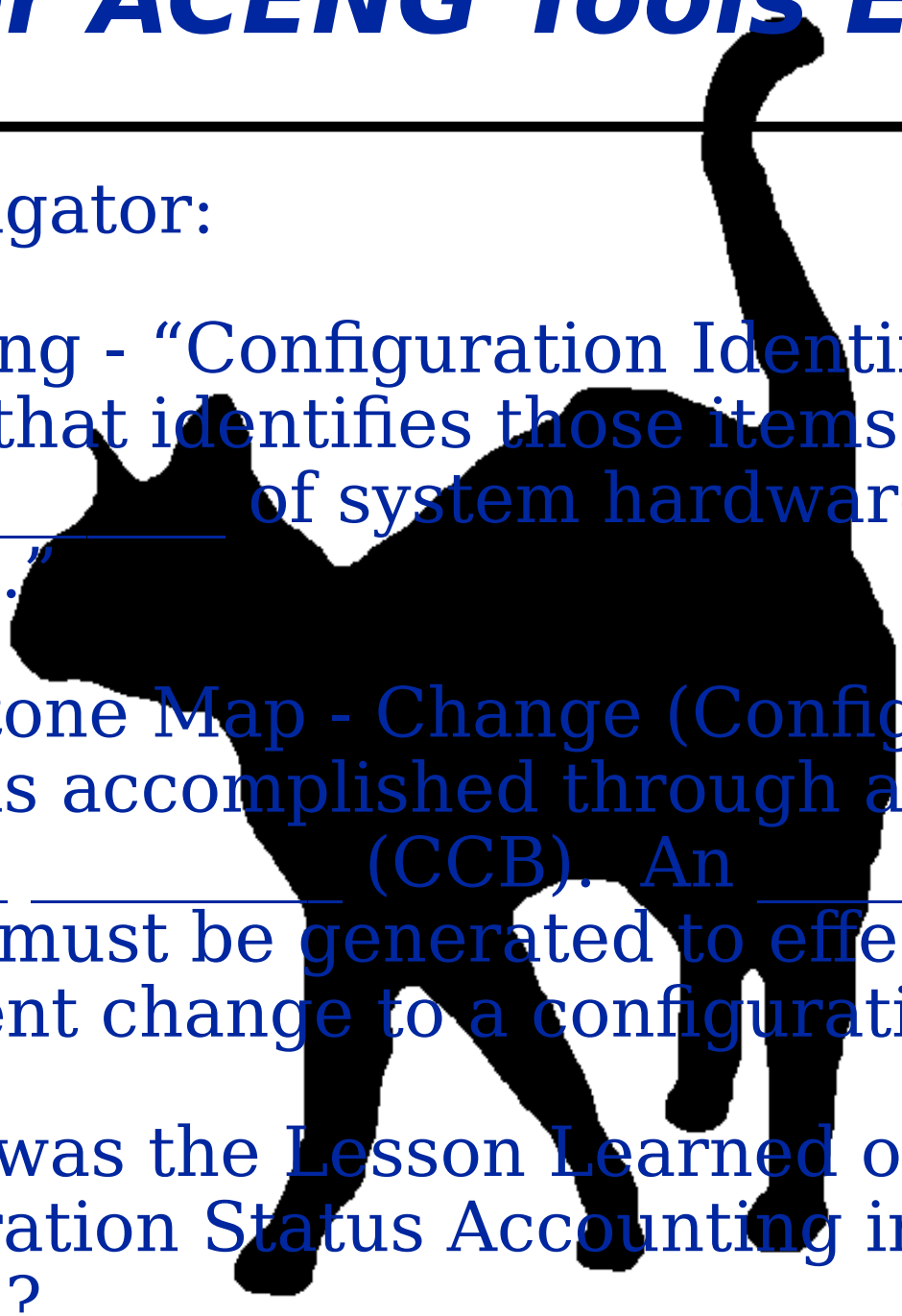
# Other ACENG Tools Exercise

- CM Navigator:

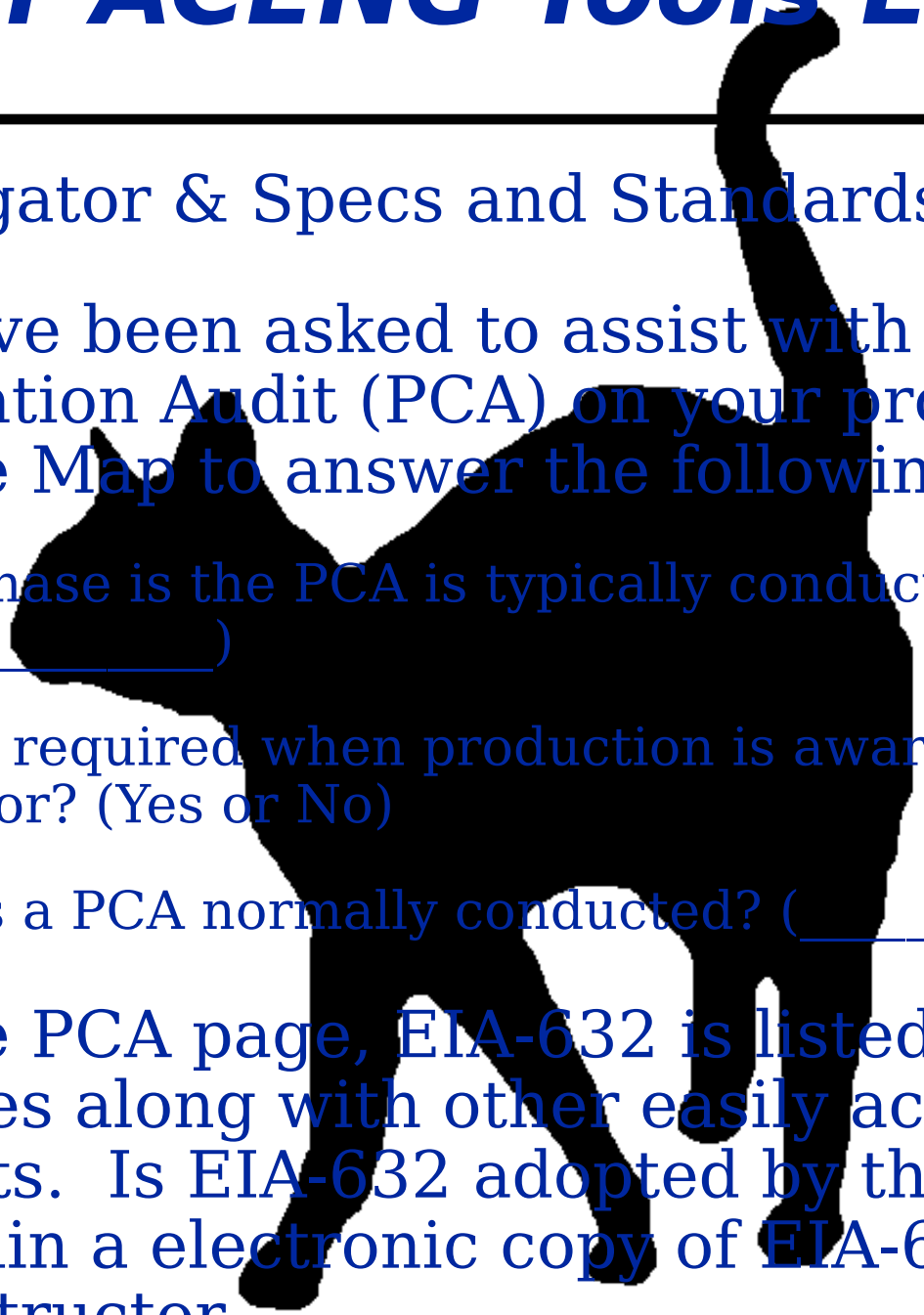
  1. Training - “Configuration Identification is the process that identifies those items which are the _____ _____ of system hardware and software.”

  2. Milestone Map - Change (Configuration) Control is accomplished through a _____ _____ _____ (CCB). An _____ _____ _____ must be generated to effect a permanent change to a configuration baseline.

  3. What was the Lesson Learned on Configuration Status Accounting in the example provided?



# Other ACENG Tools Exercise



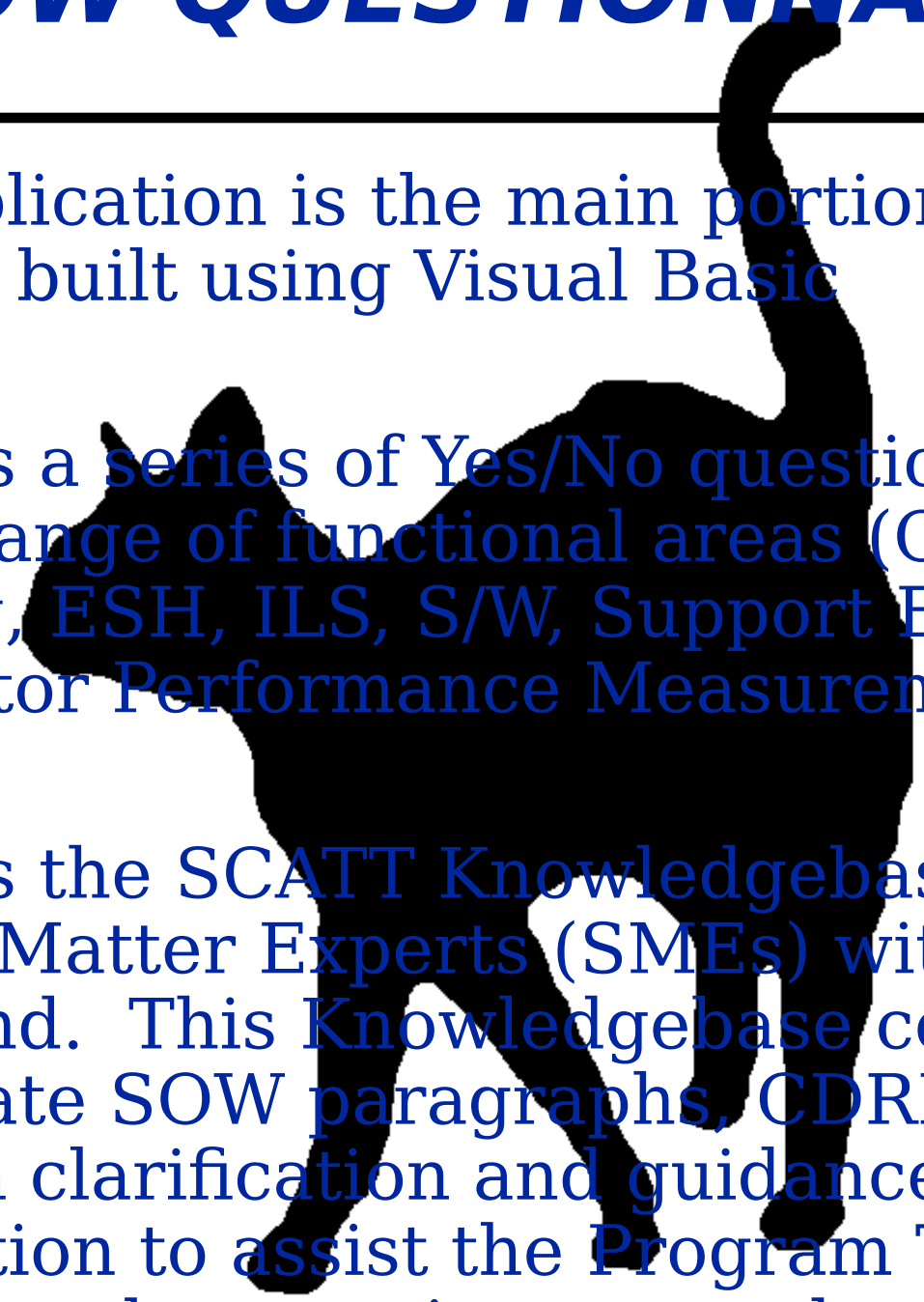
- CM Navigator & Specs and Standards:

  4. You have been asked to assist with a Physical Configuration Audit (PCA) on your program. Use the Milestone Map to answer the following:

  - Which phase is the PCA is typically conducted in? (_____)
  - Is a PCA required when production is awarded to a new contractor? (Yes or No)
  - Where is a PCA normally conducted? (_____)

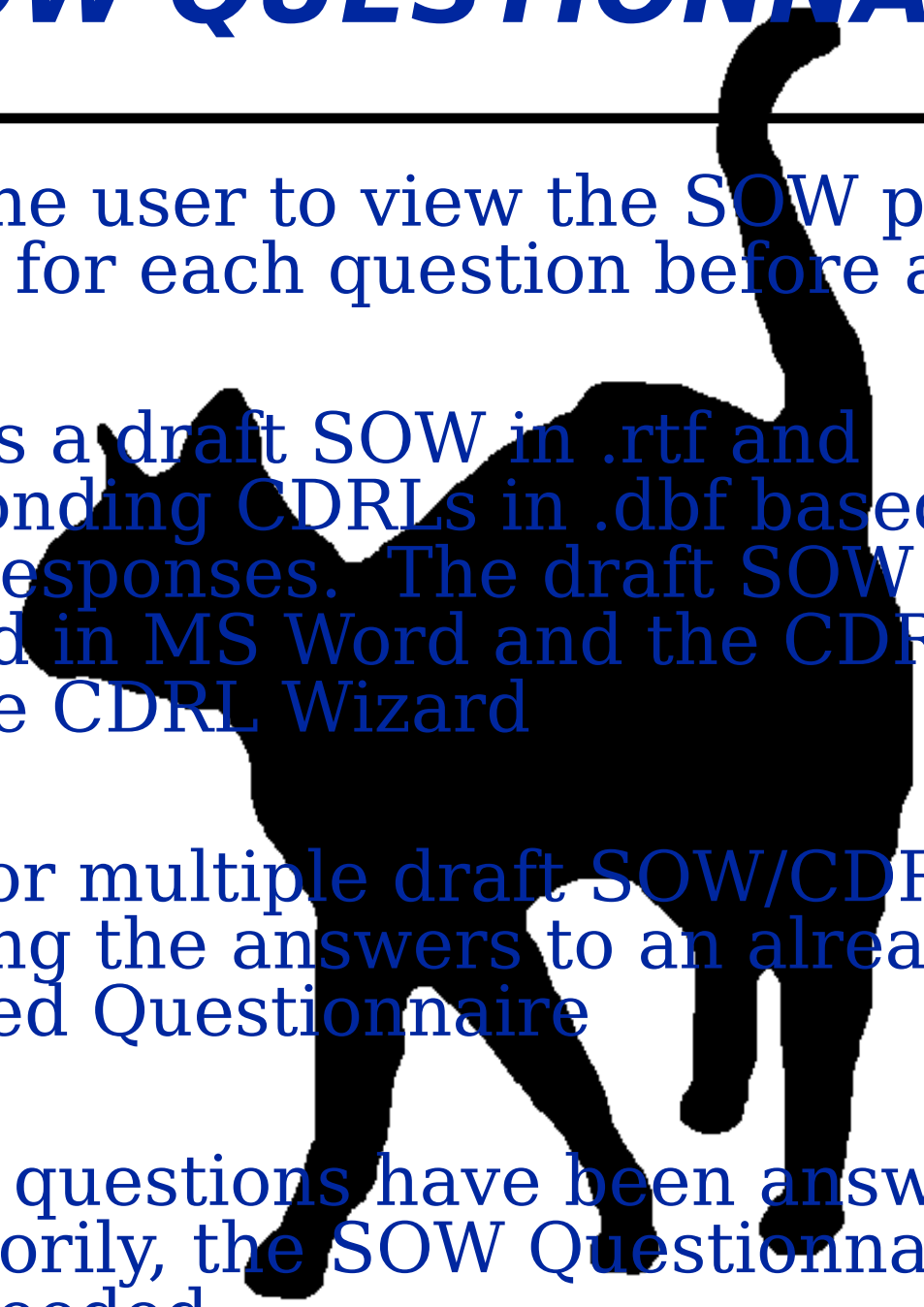
  5. On the PCA page, EIA-632 is listed under Specific References along with other easily accessible documents. Is EIA-632 adopted by the DoD? (Yes or No) Obtain a electronic copy of EIA-632 and show it to the instructor.

# SOW QUESTIONNAIRE



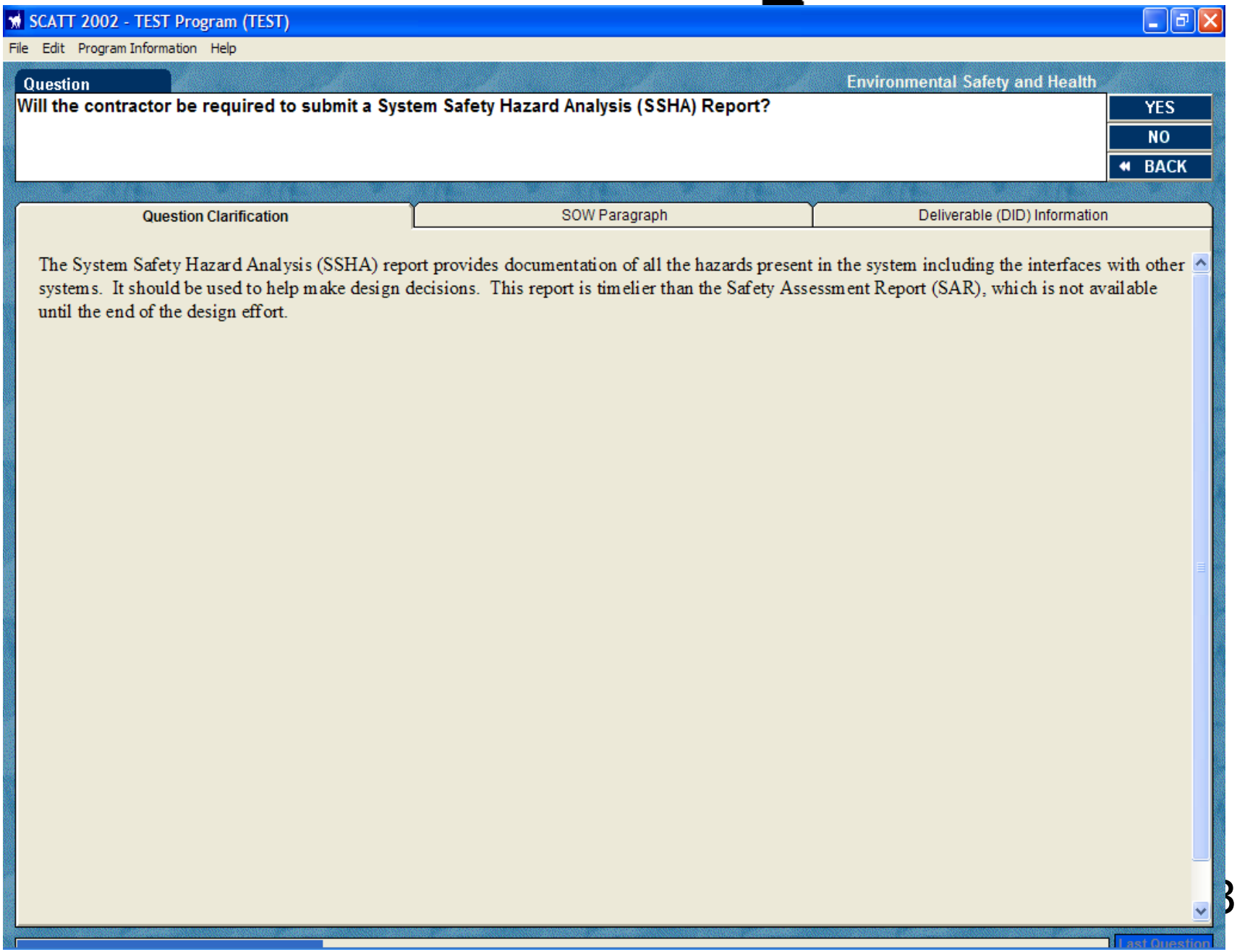
- This application is the main portion of SCATT and was built using Visual Basic
- Contains a series of Yes/No questions covering a wide range of functional areas (CM, Training, ESH, ILS, S/W, Support Equipment, Contractor Performance Measurement, etc.)
- Contains the SCATT Knowledgebase built by Subject Matter Experts (SMEs) within the Command. This Knowledgebase consists of boilerplate SOW paragraphs, CDRLs, and question clarification and guidance information to assist the Program Team in answering the question correctly

# SOW QUESTIONNAIRE

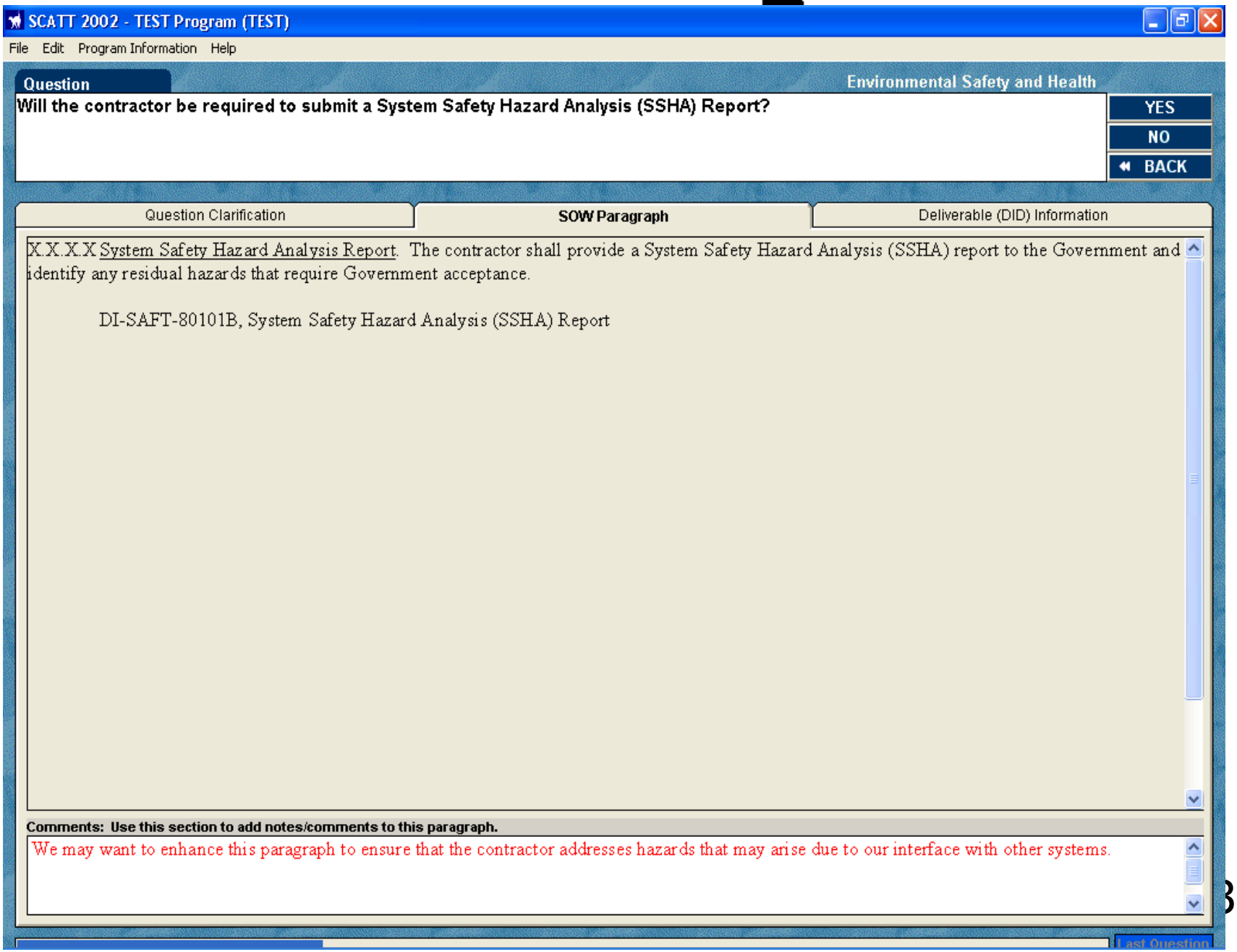


- Allows the user to view the SOW paragraph and DID for each question before answering
- Produces a draft SOW in .rtf and corresponding CDRLs in .dbf based upon the Yes/No responses. The draft SOW may now be edited in MS Word and the CDRLs tailored using the CDRL Wizard
- Allows for multiple draft SOW/CDRL packages by varying the answers to an already completed Questionnaire
- Once all questions have been answered satisfactorily, the SOW Questionnaire is no longer needed

# SOW QUESTIONNAIRE

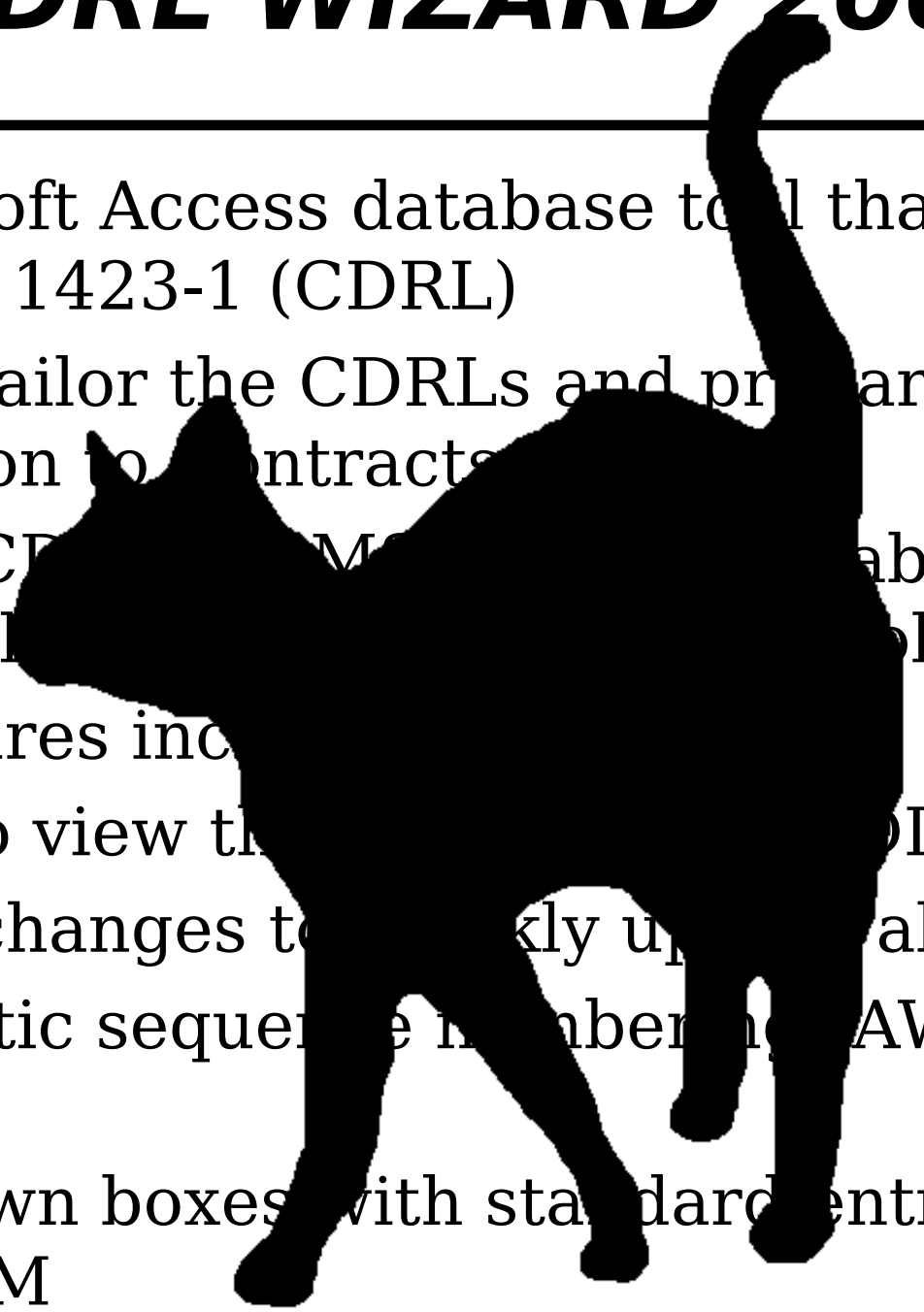

SCATT 2002 - TEST Program (TEST)
File Edit Program Information Help
Question
Environmental Safety and Health
Will the contractor be required to submit a System Safety Hazard Analysis (SSHA) Report?
YES
NO
BACK
Question Clarification
SOW Paragraph
Deliverable (DID) Information
The System Safety Hazard Analysis (SSHA) report provides documentation of all the hazards present in the system including the interfaces with other systems. It should be used to help make design decisions. This report is timelier than the Safety Assessment Report (SAR), which is not available until the end of the design effort.

# SOW QUESTIONNAIRE

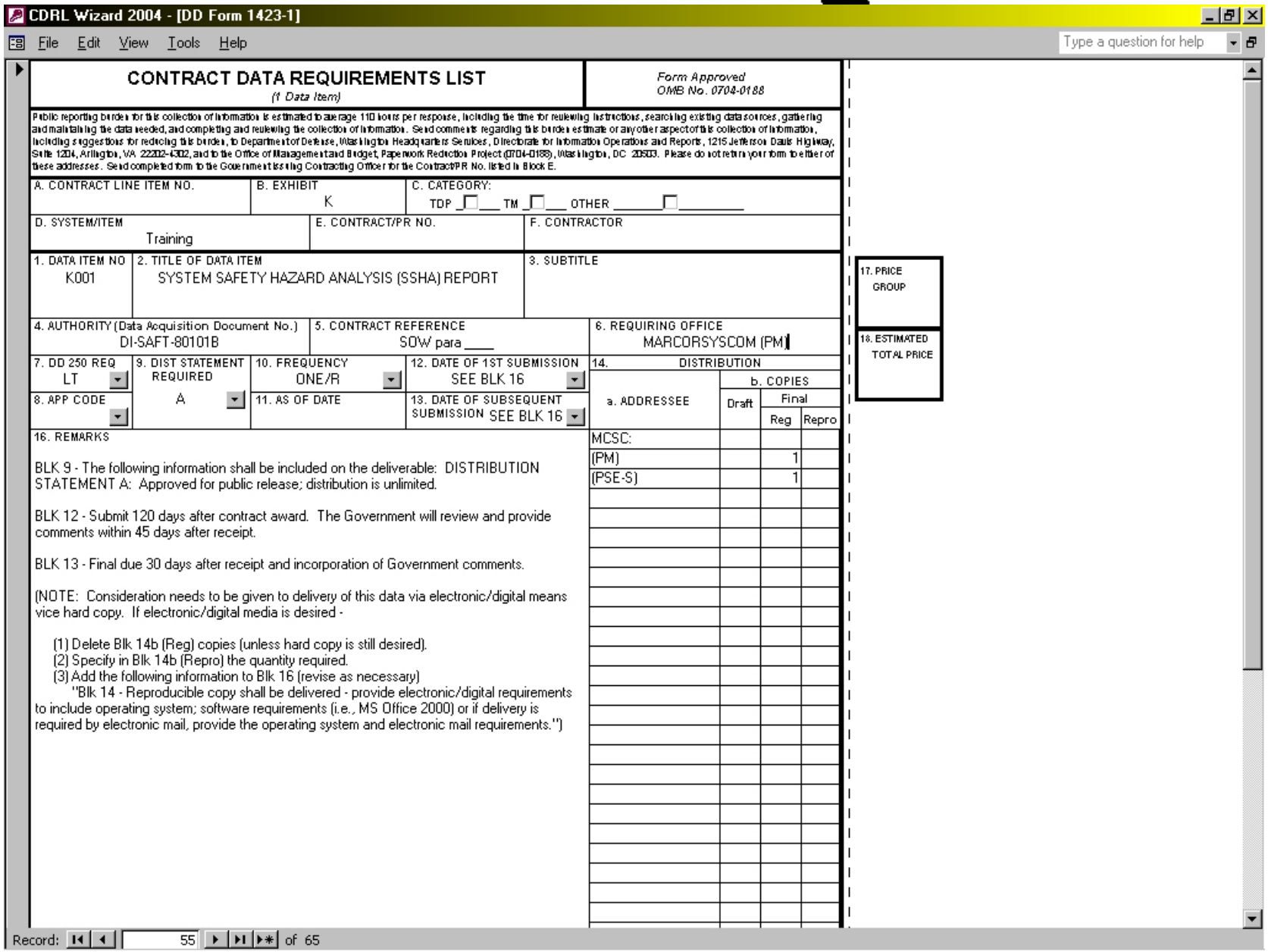

SCATT 2002 - TEST Program (TEST)
File Edit Program Information Help
Question
Environmental Safety and Health
Will the contractor be required to submit a System Safety Hazard Analysis (SSHA) Report?
YES
NO
BACK
Question Clarification
SOW Paragraph
Deliverable (DID) Information
X.X.X.X System Safety Hazard Analysis Report. The contractor shall provide a System Safety Hazard Analysis (SSHA) report to the Government and identify any residual hazards that require Government acceptance.
DI-SAFT-80101B, System Safety Hazard Analysis (SSHA) Report
Comments: Use this section to add notes/comments to this paragraph.
We may want to enhance this paragraph to ensure that the contractor addresses hazards that may arise due to our interface with other systems.

# CDRL WIZARD 2004

- A Microsoft Access database tool that contains the DD Form 1423-1 (CDRL)
- Used to tailor the CDRLs and prepare them for submission to contracts
- Exports CDRLs to MS Access database format compatible with Contract Desktop and FormFlow
- Key features include:
  - A link to view the DID
  - Global changes to quickly update all CDRLs
  - Automatic sequence numbering IAW DoD 5010.12-M
  - Dropdown boxes with standard entries IAW DoD 5010.12-M
  - Distribution Statements for Blocks 9 and 16



# CDRL WIZARD 2004



CDRL Wizard 2004 - [DD Form 1423-1]

File Edit View Tools Help

Type a question for help

**CONTRACT DATA REQUIREMENTS LIST**
*(1 Data Item)*

*Form Approved*
*OMB No. 0704-0188*

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please do not return your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.

| A. CONTRACT LINE ITEM NO. | B. EXHIBIT | C. CATEGORY: |
|---|---|---|
| | K | TDP ☐ TM ☐ OTHER ☐ |

| D. SYSTEM/ITEM | E. CONTRACT/PR NO. | F. CONTRACTOR |
|---|---|---|
| Training | | |

| 1. DATA ITEM NO | 2. TITLE OF DATA ITEM | 3. SUBTITLE |
|---|---|---|
| K001 | SYSTEM SAFETY HAZARD ANALYSIS (SSHA) REPORT | |

| 4. AUTHORITY (Data Acquisition Document No.) | 5. CONTRACT REFERENCE | 6. REQUIRING OFFICE |
|---|---|---|
| DI-SAFT-80101B | SOW para ____ | MARCORSYSCOM (PM) |

| 7. DD 250 REQ | 9. DIST STATEMENT REQUIRED | 10. FREQUENCY | 12. DATE OF 1ST SUBMISSION |
|---|---|---|---|
| LT | A | ONE/R | SEE BLK 16 |

| 8. APP CODE | 11. AS OF DATE | 13. DATE OF SUBSEQUENT SUBMISSION |
|---|---|---|
| | | SEE BLK 16 |

17. PRICE GROUP

18. ESTIMATED TOTAL PRICE

16. REMARKS

BLK 9 - The following information shall be included on the deliverable: DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

BLK 12 - Submit 120 days after contract award. The Government will review and provide comments within 45 days after receipt.

BLK 13 - Final due 30 days after receipt and incorporation of Government comments.

(NOTE: Consideration needs to be given to delivery of this data via electronic/digital means vice hard copy. If electronic/digital media is desired -

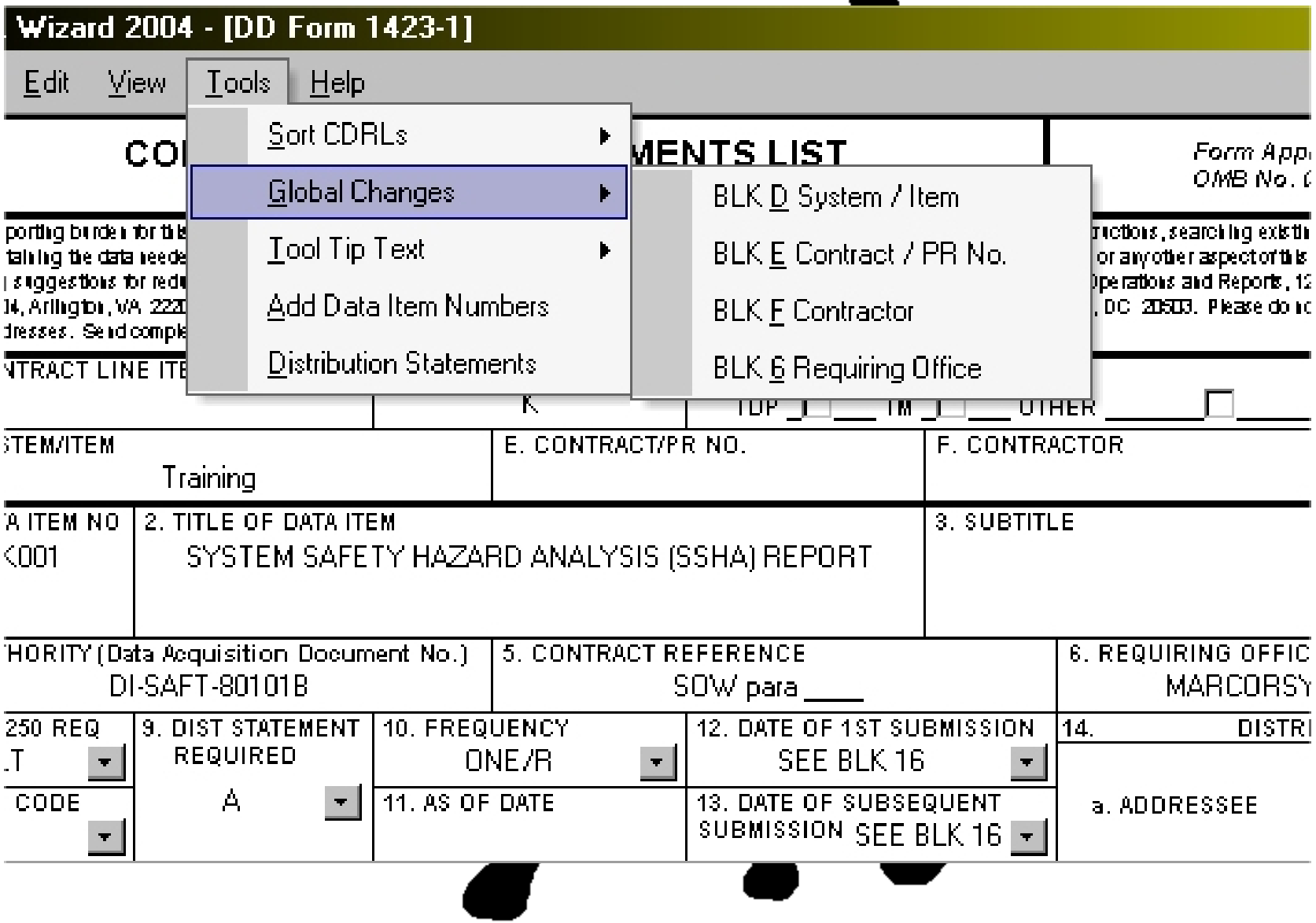
(1) Delete Blk 14b (Reg) copies (unless hard copy is still desired).
(2) Specify in Blk 14b (Repro) the quantity required.
(3) Add the following information to Blk 16 (revise as necessary)
"Blk 14 - Reproducible copy shall be delivered - provide electronic/digital requirements to include operating system; software requirements (i.e., MS Office 2000) or if delivery is required by electronic mail, provide the operating system and electronic mail requirements.")

14. DISTRIBUTION

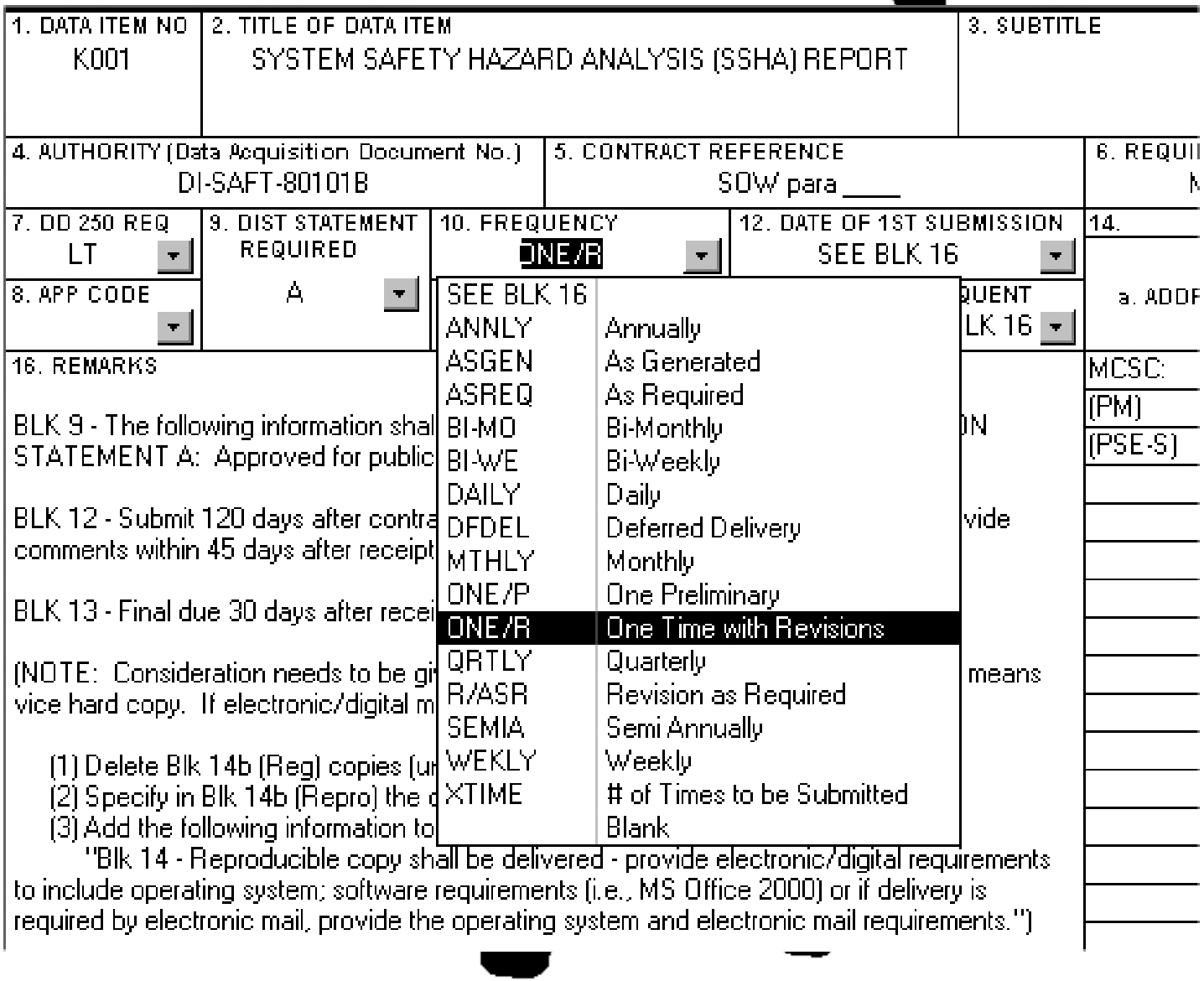
| a. ADDRESSEE | b. COPIES Draft | Final Reg | Final Repro |
|---|---|---|---|
| MCSC: | | | |
| (PM) | | 1 | |
| (PSE-S) | | 1 | |

Record: 55 of 65

# CDRL WIZARD 2004



# CDRL WIZARD 2004



| 1. DATA ITEM NO | 2. TITLE OF DATA ITEM | 3. SUBTITLE |
|---|---|---|
| K001 | SYSTEM SAFETY HAZARD ANALYSIS (SSHA) REPORT | |

| 4. AUTHORITY (Data Acquisition Document No.) | 5. CONTRACT REFERENCE | 6. REQUI |
|---|---|---|
| DI-SAFT-80101B | SOW para ____ | N |

| 7. DD 250 REQ | 9. DIST STATEMENT REQUIRED | 10. FREQUENCY | 12. DATE OF 1ST SUBMISSION | 14. |
|---|---|---|---|---|
| LT | A | ONE/R | SEE BLK 16 | |

8. APP CODE

QUENT LK 16

a. ADDF

16. REMARKS

BLK 9 - The following information shal ON
STATEMENT A: Approved for public

BLK 12 - Submit 120 days after contra vide
comments within 45 days after receipt

BLK 13 - Final due 30 days after recei

(NOTE: Consideration needs to be gi means
vice hard copy. If electronic/digital m

(1) Delete Blk 14b (Reg) copies (ur
(2) Specify in Blk 14b (Repro) the c
(3) Add the following information to
"Blk 14 - Reproducible copy shall be delivered - provide electronic/digital requirements to include operating system; software requirements (i.e., MS Office 2000) or if delivery is required by electronic mail, provide the operating system and electronic mail requirements.")

MCSC:
(PM)
(PSE-S)

| | |
|---|---|
| SEE BLK 16 | |
| ANNLY | Annually |
| ASGEN | As Generated |
| ASREQ | As Required |
| BI-MO | Bi-Monthly |
| BI-WE | Bi-Weekly |
| DAILY | Daily |
| DFDEL | Deferred Delivery |
| MTHLY | Monthly |
| ONE/P | One Preliminary |
| ONE/R | One Time with Revisions |
| QRTLY | Quarterly |
| R/ASR | Revision as Required |
| SEMIA | Semi Annually |
| WEKLY | Weekly |
| XTIME | # of Times to be Submitted |
| | Blank |

# CDRL WIZARD 2004 - Staffing

- There are a number of different ways to staff CDRLs in the CDRL Wizard 2004 to your program team for review:

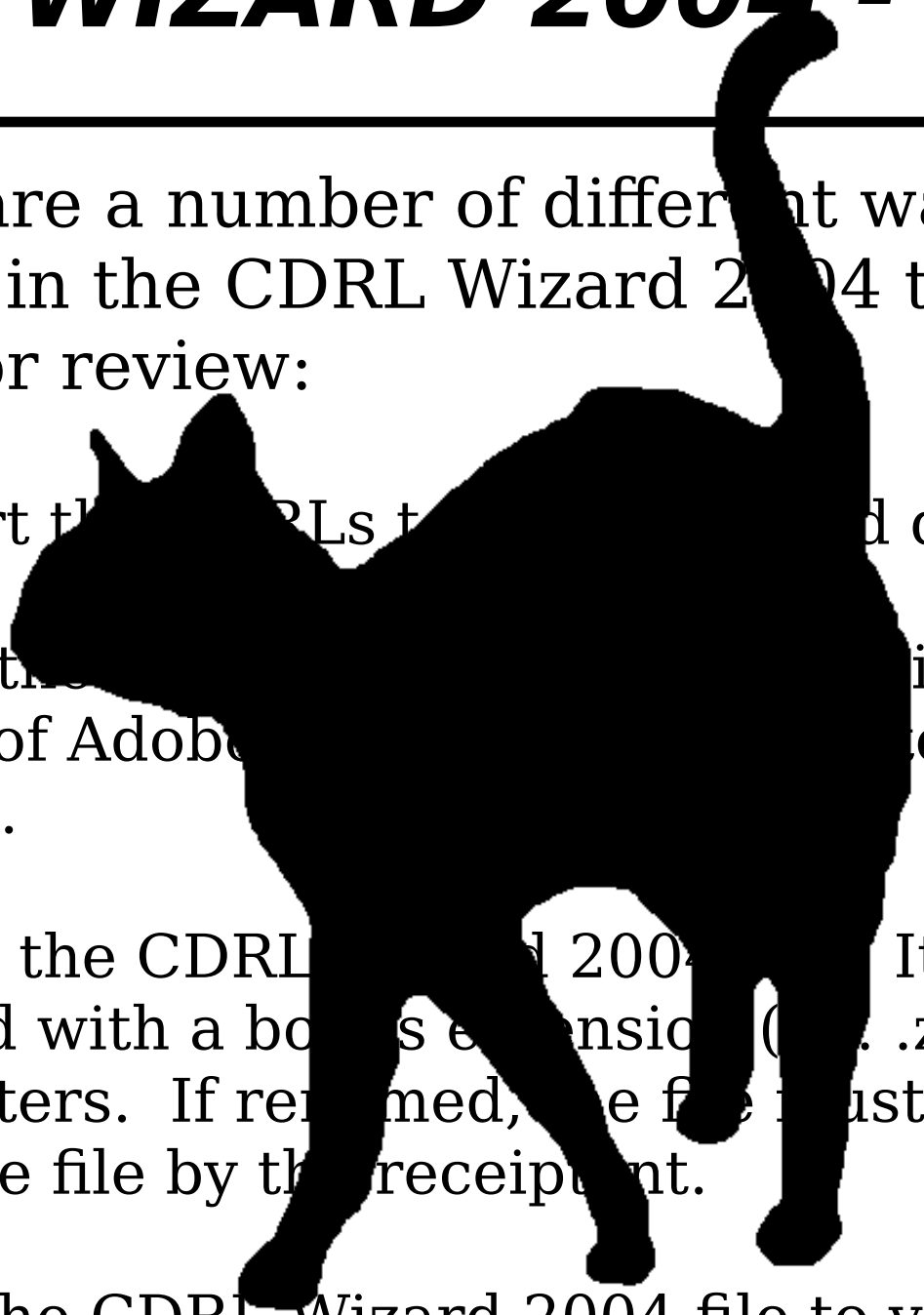
  1. Export the CDRLs to [illegible] distribute the file.

  2. Print the [illegible] distribute. The full version of Adobe [illegible] to perform this function.

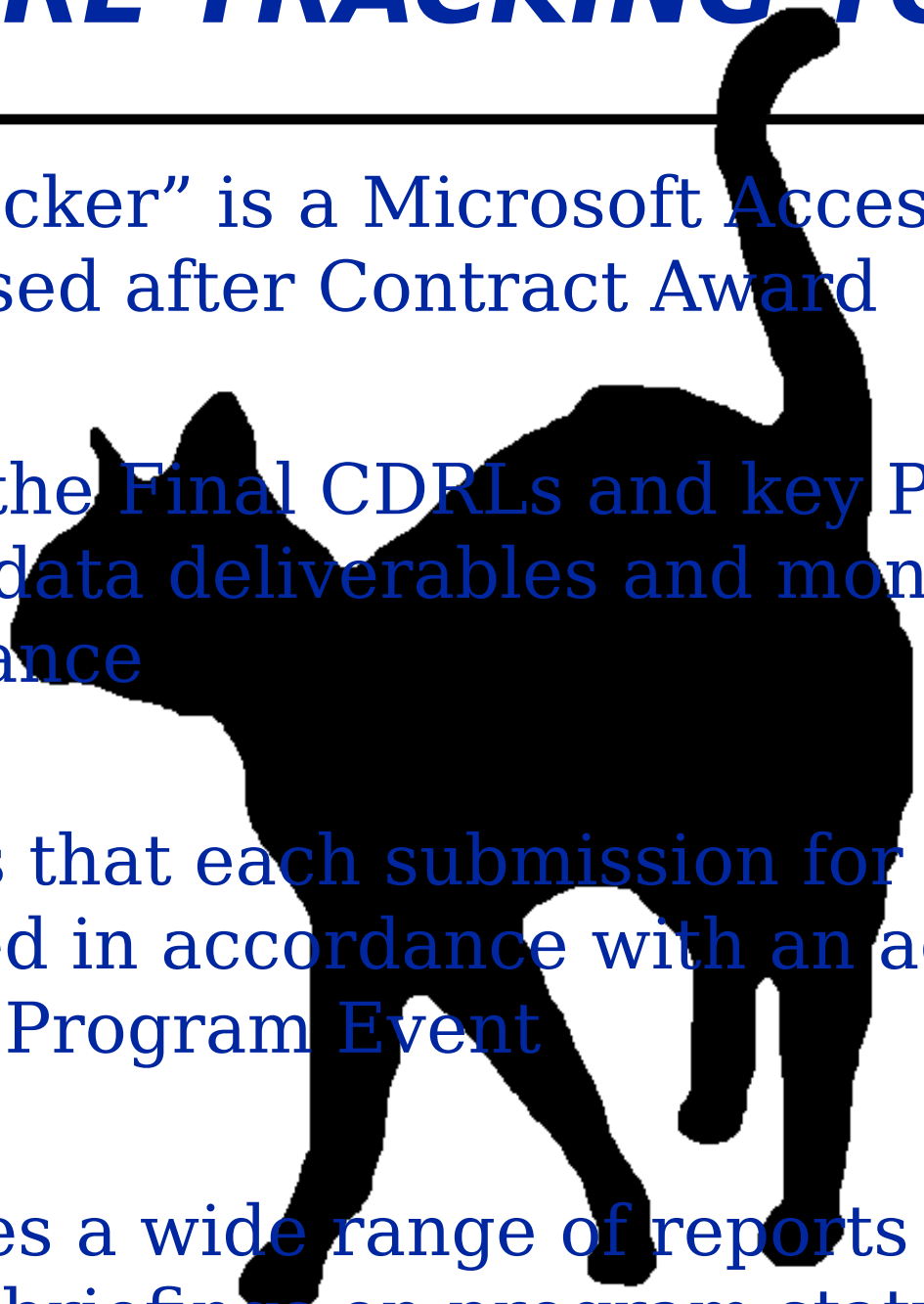
  3. Email the CDRL Wizard 2004 [illegible]. It can be zipped or renamed with a bogus extension (ex. .zzz) to bypass email filters. If renamed, the file must be renamed back to a .mde file by the recipient.

  Best Buy

  4. Post the CDRL Wizard 2004 file to your program Quickplace on TIGER.

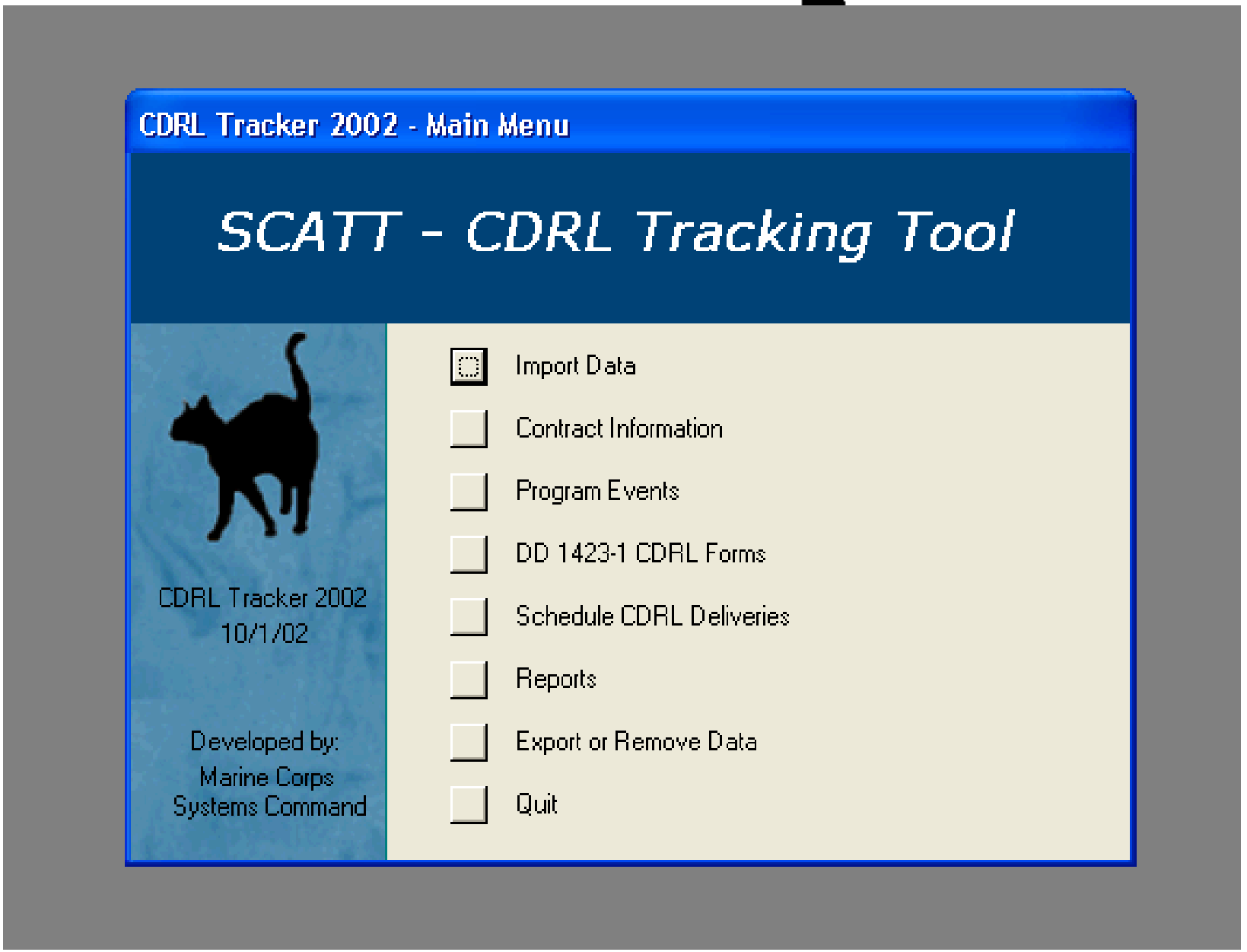


# CDRL TRACKING TOOL

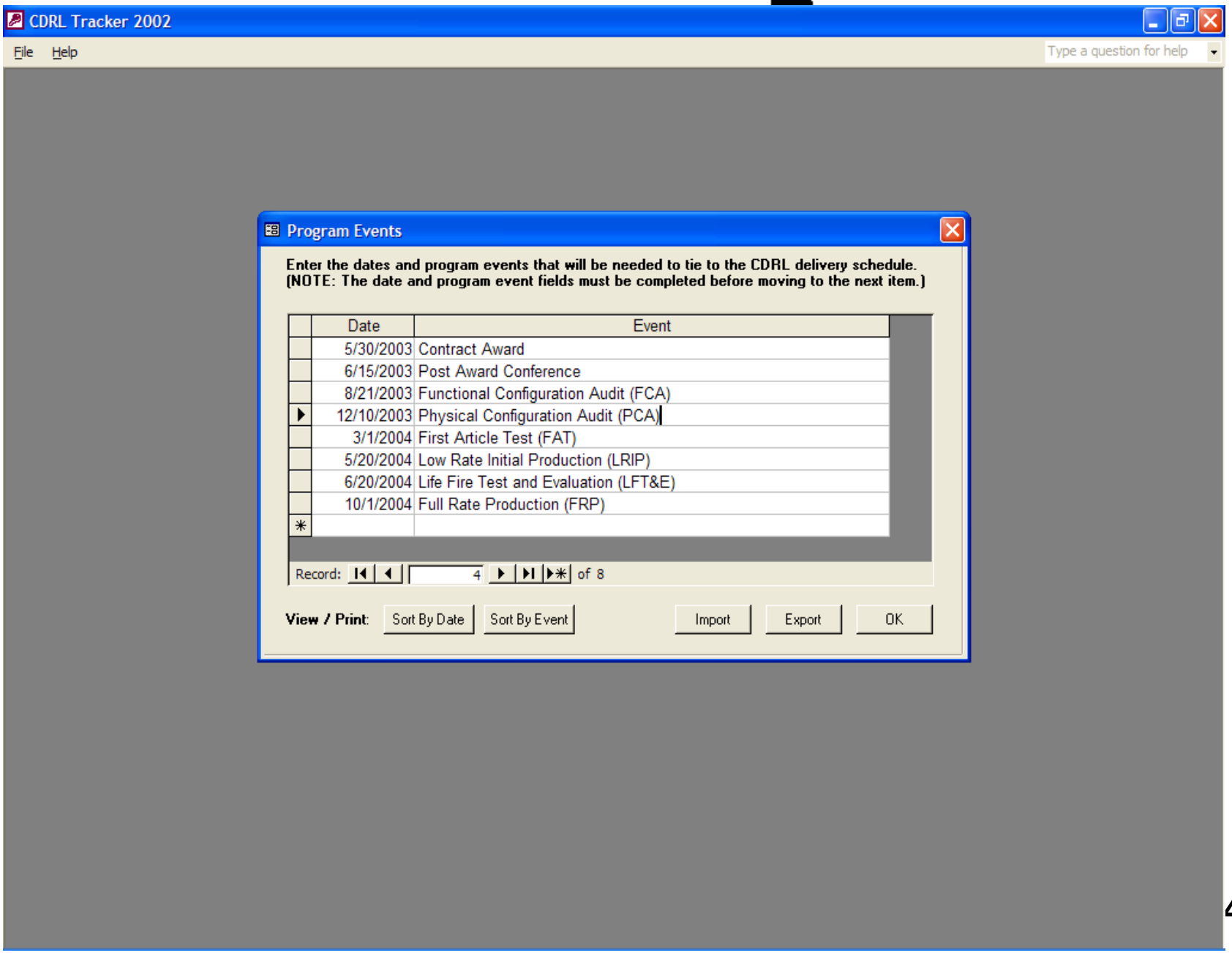


- The “Tracker” is a Microsoft Access database tool that is used after Contract Award
- Utilizes the Final CDRLs and key Program Events to track data deliverables and monitor contractor performance
- Requires that each submission for all CDRLs be scheduled in accordance with an actual date or tied to a Program Event
- Generates a wide range of reports that may be used for briefings on program status and contractor performance

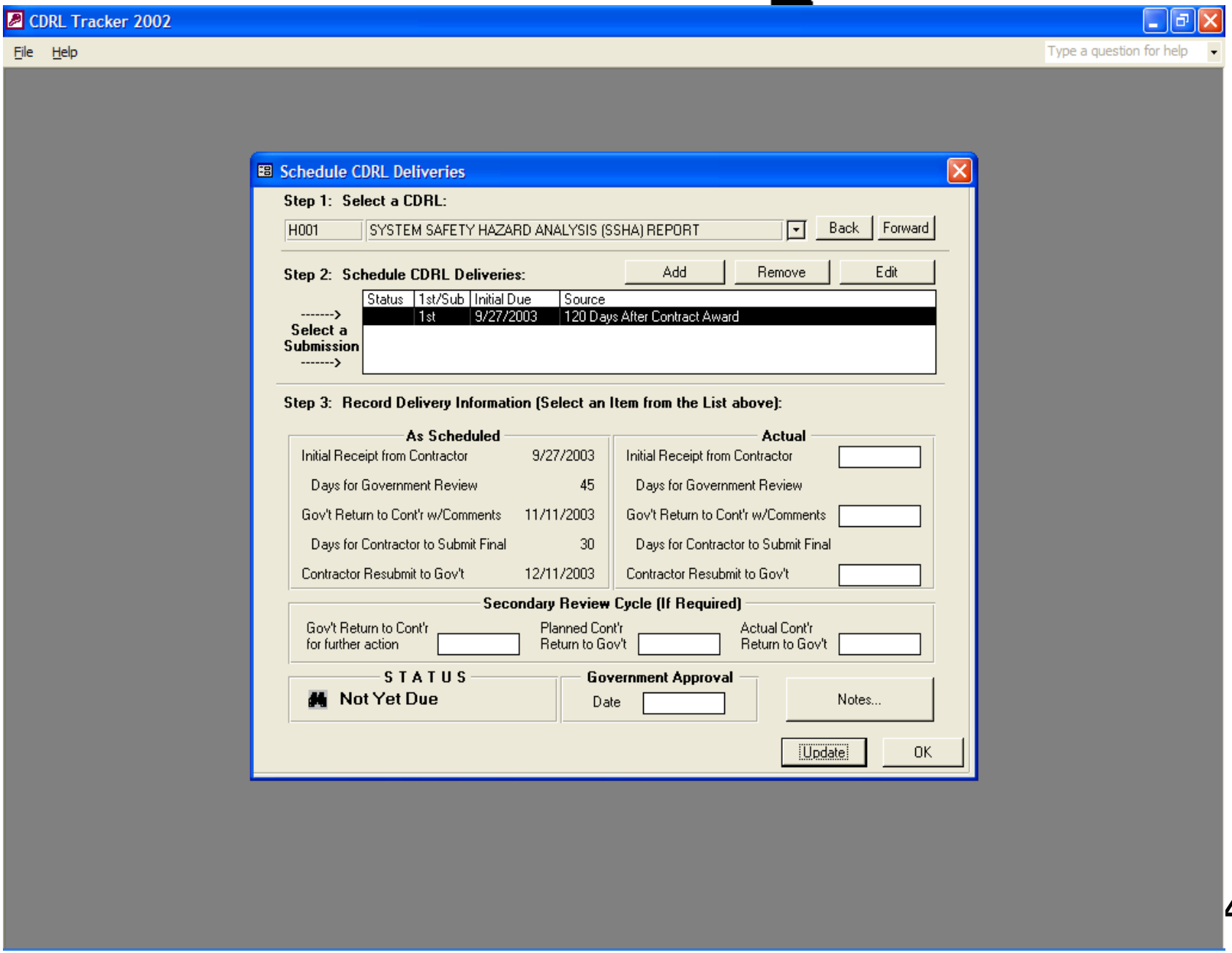
# CDRL TRACKING TOOL



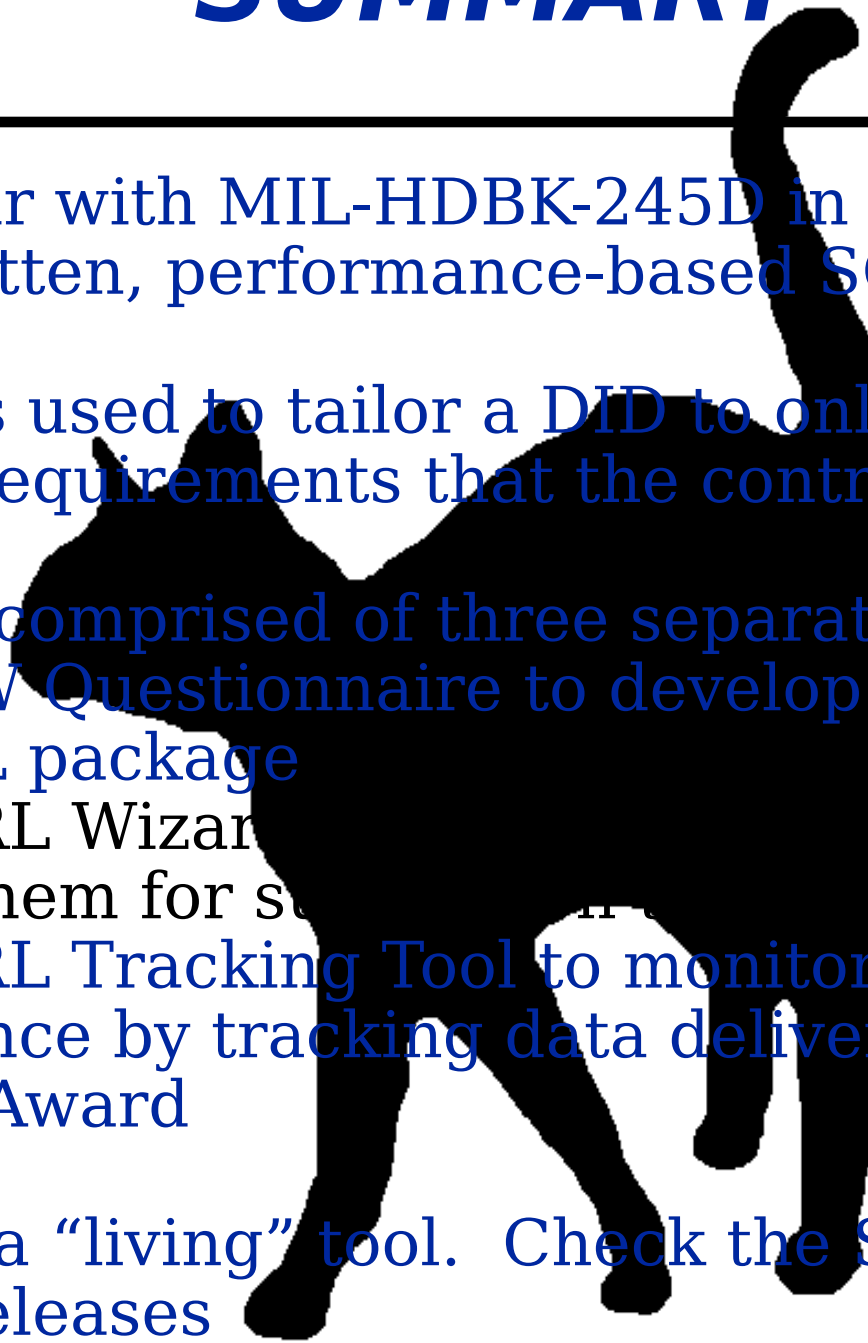
# CDRL TRACKING TOOL


CDRL Tracker 2002
File
Help
Type a question for help
Program Events
Enter the dates and program events that will be needed to tie to the CDRL delivery schedule.
(NOTE: The date and program event fields must be completed before moving to the next item.)
Date
Event
5/30/2003 Contract Award
6/15/2003 Post Award Conference
8/21/2003 Functional Configuration Audit (FCA)
12/10/2003 Physical Configuration Audit (PCA)
3/1/2004 First Article Test (FAT)
5/20/2004 Low Rate Initial Production (LRIP)
6/20/2004 Life Fire Test and Evaluation (LFT&E)
10/1/2004 Full Rate Production (FRP)
Record: 4 of 8
View / Print:
Sort By Date
Sort By Event
Import
Export
OK

# CDRL TRACKING TOOL



# SUMMARY



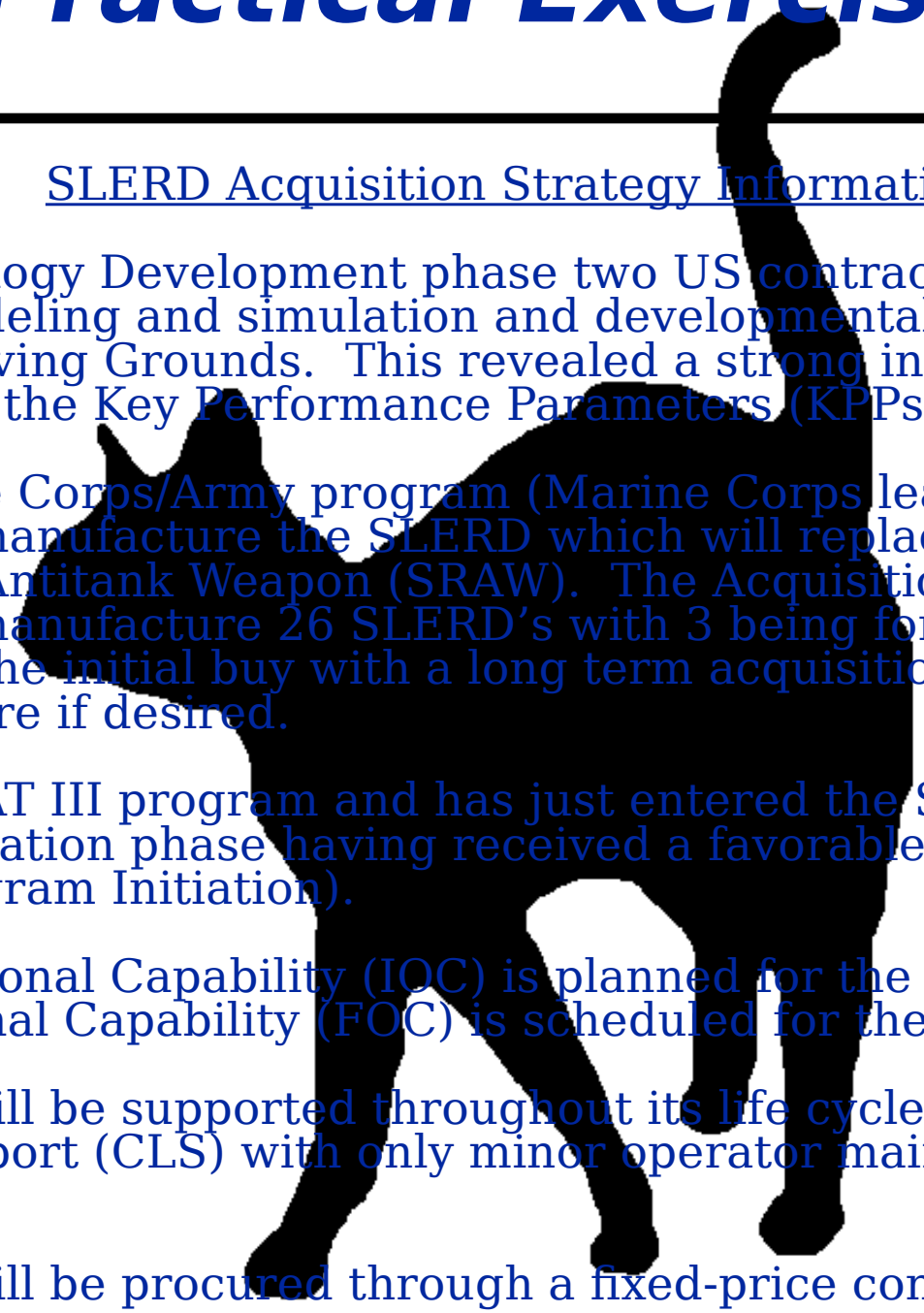
- Be familiar with MIL-HDBK-245D in order to develop a well written, performance-based SOW
- A CDRL is used to tailor a DID to only invoke the specific requirements that the contractor must meet
- SCATT is comprised of three separate applications:
  - The SOW Questionnaire to develop a draft SOW and CDRL package
  - The CDRL Wizar LLs and prepare them for s acts
  - The CDRL Tracking Tool to monitor contractor performance by tracking data deliverables after Contract Award
- SCATT is a “living” tool. Check the SCATT web page for new releases

# Practical Exercise

**TASK #1 – Review the information on the next two slides concerning the Snooper Lightweight Electromagnetic Rail Driver (SLERD) program:**

- Background: An electromagnetic rail gun (ERG) is a weapon that uses electrical current to propel a projectile. While the concept of an ERG has been around for almost 100 years, it has just recently been used to develop a prototype hand-held assault weapon. The weapon design consists of two parallel copper rails and a electrical current source that charges a bank of capacitors. The projectile, typically a metal slug, is placed between the two rails and completes the circuit. A directional magnetic field, called the "Lorentz Force," propels the projectile down the rails. A chemical propellant or explosive charge is unnecessary because the kinetic energy of the slug itself is sufficient enough to cause the desired damage. ERG technology is relatively safe because there are no explosives that are sensitive to weapon magazine hits.
- The SLERD Capability Development Document (CDD) reveals a threshold requirement of firing a 2-lb graphite-based slug at ultra-high velocity (8,000 m/s) that shall penetrate a 10 inch steel wall from 500 yards. This would conceivably disable a tank on a direct hit.

# Practical Exercise

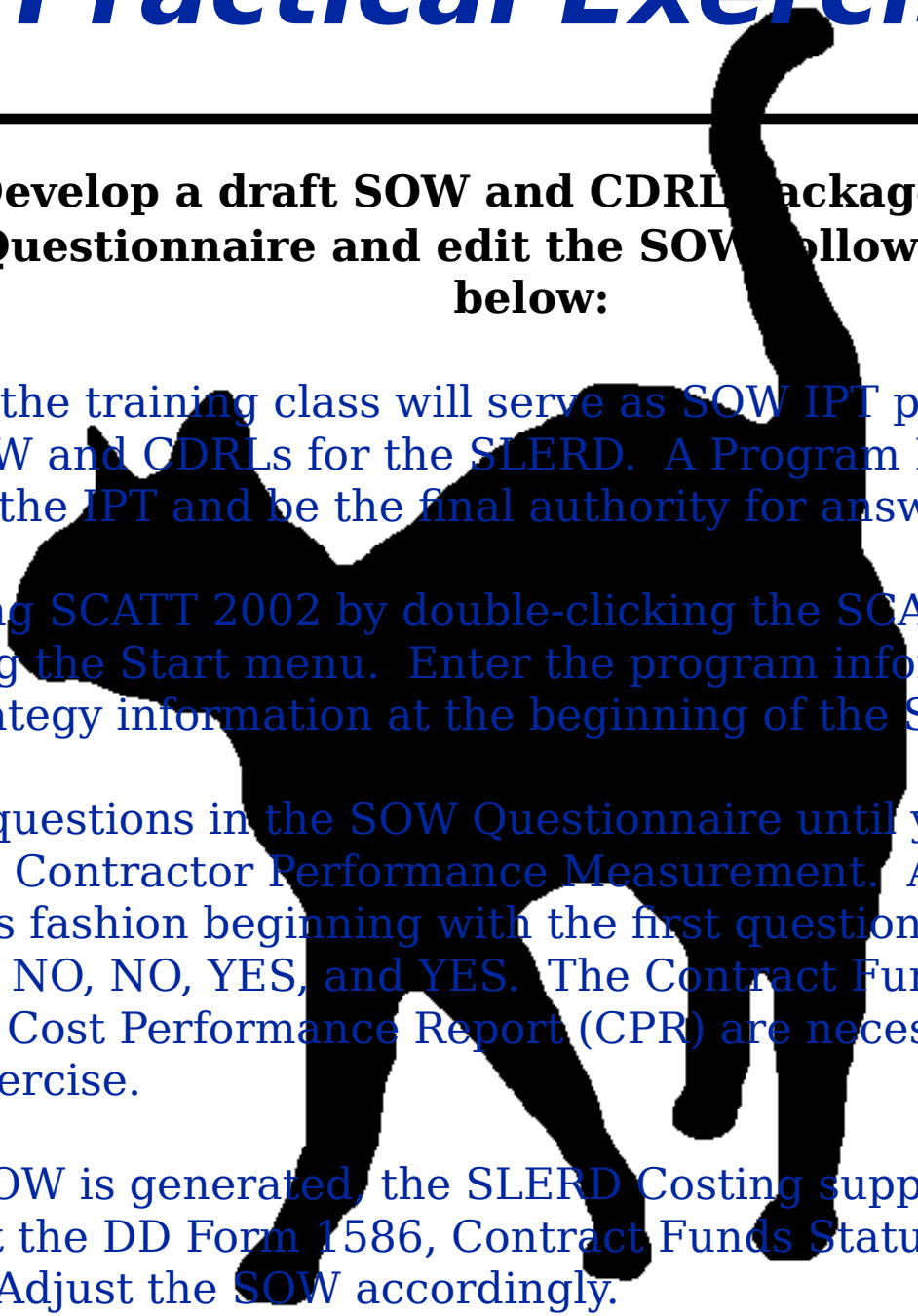


SLERD Acquisition Strategy Information

- In the Technology Development phase two US contractors conducted advanced modeling and simulation and developmental testing at Aberdeen Proving Grounds. This revealed a strong industry capability for meeting all of the Key Performance Parameters (KPPs) in the SLERD CDD.
- A joint Marine Corps/Army program (Marine Corps lead) is desired to develop and manufacture the SLERD which will replace the Predator Short Range Antitank Weapon (SRAW). The Acquisition Objective is to develop and manufacture 26 SLERD's with 3 being for LRIP. This contract will serve as the initial buy with a long term acquisition plan to purchase thousands more if desired.
- This is an ACAT III program and has just entered the System Development and Demonstration phase having received a favorable Milestone B decision (Program Initiation).
- Initial Operational Capability (IOC) is planned for the 2nd Quarter, FY05. Full Operational Capability (FOC) is scheduled for the 4th Quarter, FY06.
- The SLERD will be supported throughout its life cycle by Contractor Logistics Support (CLS) with only minor operator maintenance being performed.
- The SLERD will be procured through a fixed-price contract with incentives.

# Practical Exercise

**TASK #2 – Develop a draft SOW and CDRL package using the SCATT 2002 SOW Questionnaire and edit the SOW following the guidelines below:**

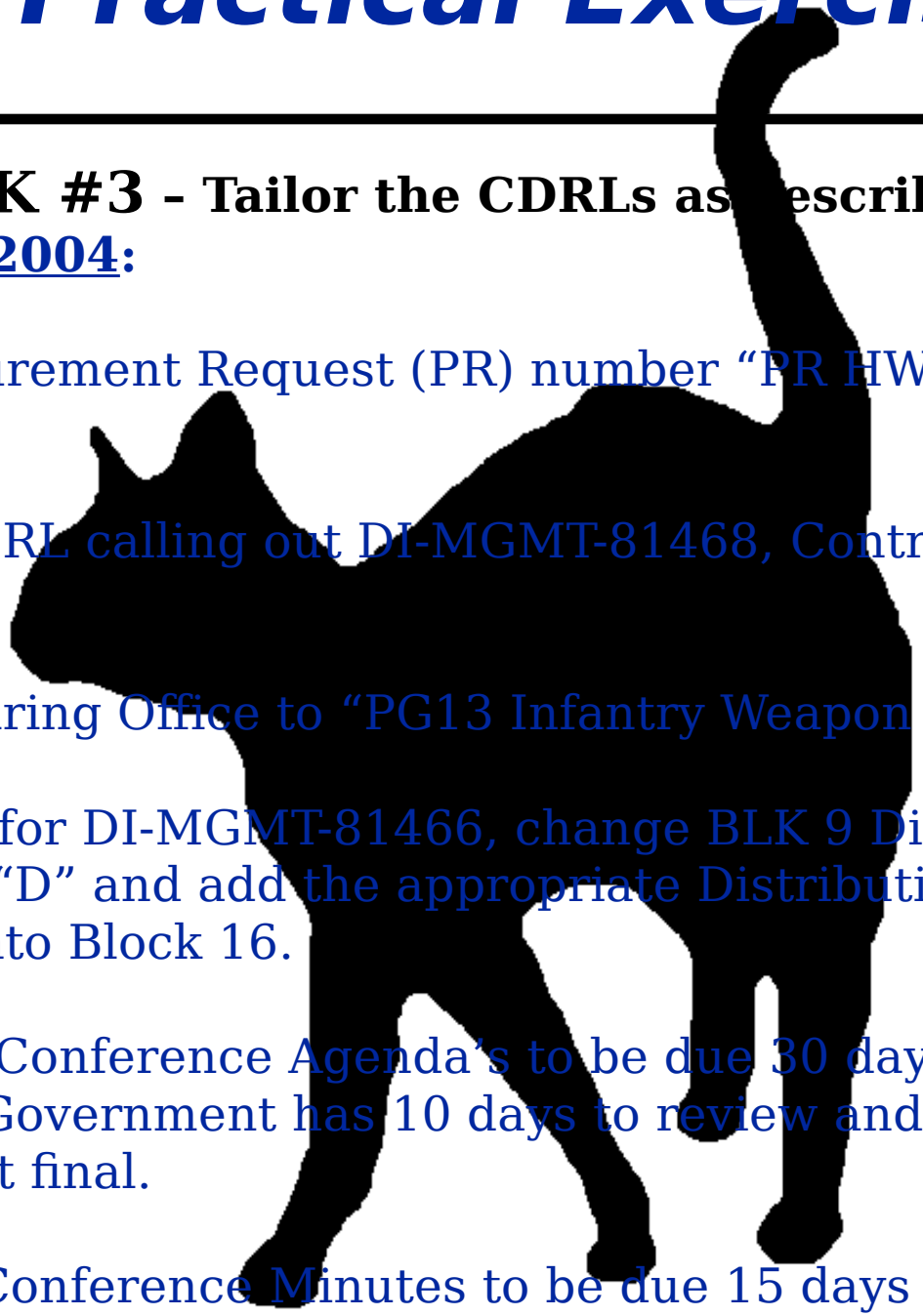


- All members of the training class will serve as SOW IPT participants in order to develop the SOW and CDRLs for the SLERD. A Program Manager should be selected to run the IPT and be the final authority for answering the questions.
- Begin by running SCATT 2002 by double-clicking the SCATT 2002 icon on your desktop or using the Start menu. Enter the program information and add the Acquisition Strategy information at the beginning of the SOW Questionnaire.
- Answer all the questions in the SOW Questionnaire until you reach the last functional area, Contractor Performance Measurement. Answer those questions in this fashion beginning with the first question in that functional area: YES, YES, NO, NO, YES, and YES. The Contract Funds Status Report (CFSR) and the Cost Performance Report (CPR) are necessary for the rest of the practical exercise.
- Now that the SOW is generated, the SLERD Costing support person determines that the DD Form 1586, Contract Funds Status Report (CFSR) is not necessary. Adjust the SOW accordingly.

# Practical Exercise

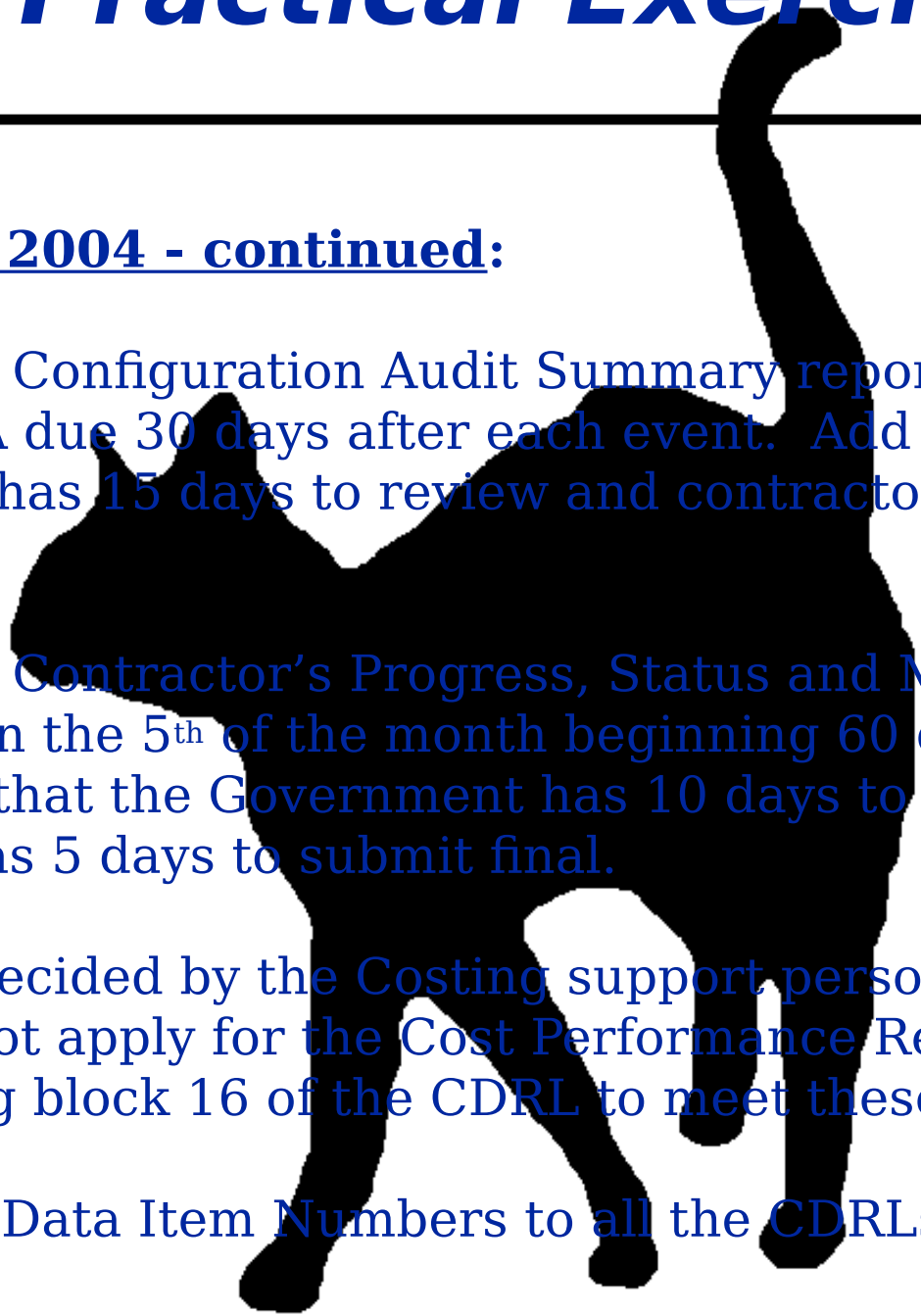
**TASK #3 – Tailor the CDRLs as described below:**

**CDRL Wizard 2004:**



- Add the Procurement Request (PR) number “PR HW-T86D-05” to all CDRLs.
- Delete the CDRL calling out DI-MGMT-81468, Contract Funds Status Report.
- Change Requiring Office to “PG13 Infantry Weapon Systems”.
- On the CDRL for DI-MGMT-81466, change BLK 9 Distribution Statement to “D” and add the appropriate Distribution Statement information into Block 16.
- Schedule the Conference Agenda’s to be due 30 days prior to events. Add that the Government has 10 days to review and contractor has 5 days to submit final.
- Schedule all Conference Minutes to be due 15 days after events. Add that the Government has 10 days to review and contractor has 5 days to submit final.

# Practical Exercise

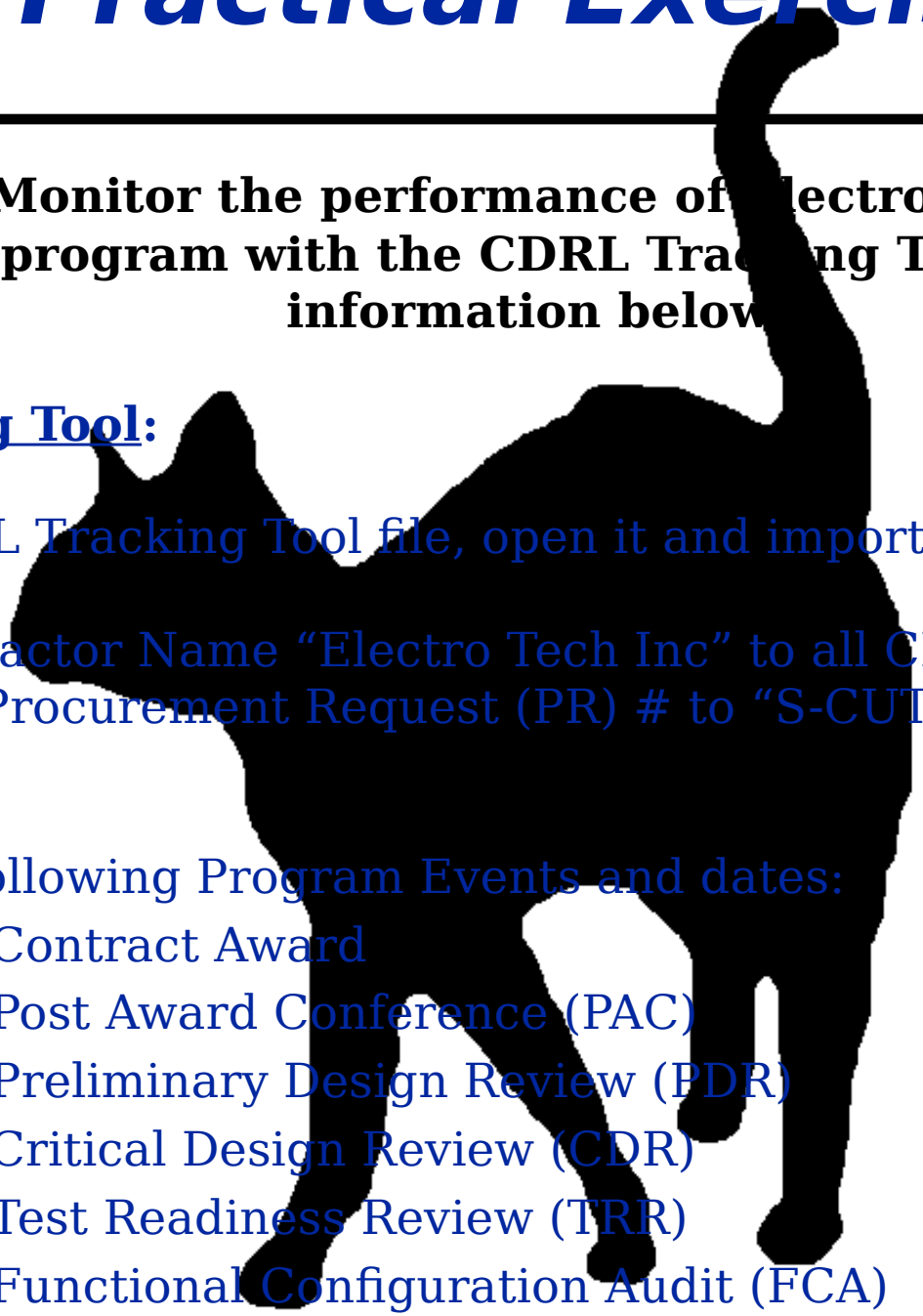


**CDRL Wizard 2004 - continued:**

- Schedule the Configuration Audit Summary reports for both the FCA and PCA due 30 days after each event. Add that the Government has 15 days to review and contractor has 10 days to submit final.
- Schedule the Contractor's Progress, Status and Management Report due on the 5th of the month beginning 60 days after Contract Award. Add that the Government has 10 days to review and contractor has 5 days to submit final.
- It has been decided by the Costing support person that Formats 3 and 4 shall not apply for the Cost Performance Report (CPR). Tailor the DID using block 16 of the CDRL to meet these requirements.
- Add Block 1, Data Item Numbers to all the CDRLs.
- Export the CDRLs to .dbf and MS Word and place the files in the SLERD program directory and close the CDRL Wizard 2004.

# Practical Exercise

**TASK #4 – Monitor the performance of Electro Tech Inc. on the SLERD program with the CDRL Tracking Tool using the information below**



**CDRL Tracking Tool:**

- Create a CDRL Tracking Tool file, open it and import the SLERD CDRLs.
- Add the Contractor Name "Electro Tech Inc" to all CDRLs and change the Contract/Procurement Request (PR) # to "S-CUT36-05" on all CDRLs.
- Enter in the following Program Events and dates:

| | |
|---|---|
| 6/5/04 | Contract Award |
| 7/5/04 | Post Award Conference (PAC) |
| 8/20/04 | Preliminary Design Review (PDR) |
| 9/16/04 | Critical Design Review (CDR) |
| 11/9/04 | Test Readiness Review (TRR) |
| 4/15/05 | Functional Configuration Audit (FCA) |
| 7/15/05 | Physical Configuration Audit (PCA) |

# Practical Exercise

**CDRL Tracking Tool - continued:**

Schedule CDRL Deliveries:

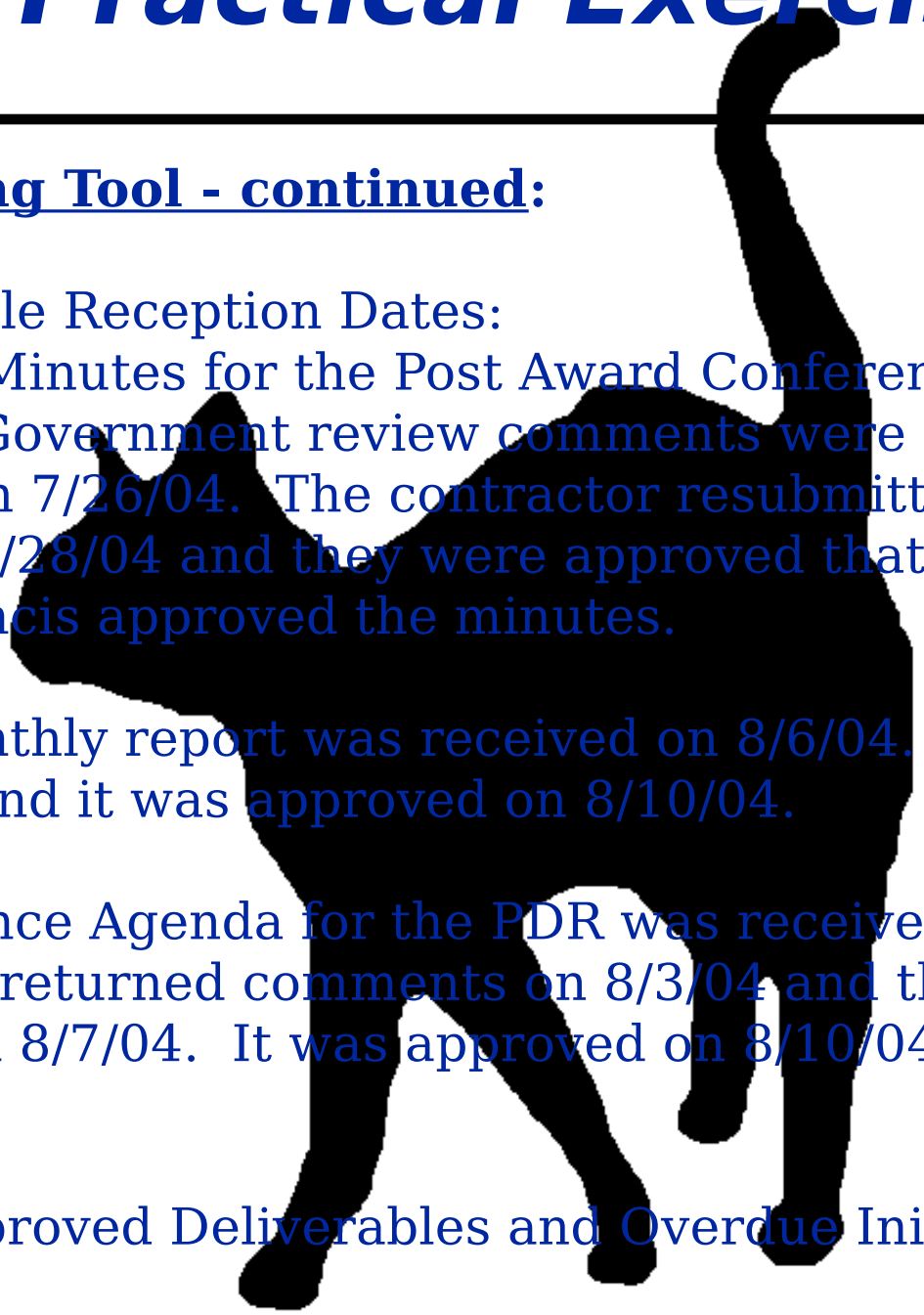
- Schedule a Conference Agenda in accordance with (IAW) the CDRL for each of the following program events:
  - ❑ PDR ❑ CDR ❑ TRR
  - ❑ FCA ❑ PCA

- Schedule Conference Minutes IAW the CDRL for each of the following program events:
  - ❑ PAC❑ PDR
  - ❑ CDR ❑ TRR

- Schedule the Configuration Audit Summary Report IAW the CDRL for both the Functional and Physical Configuration Audits. Be sure to tie the reports to the correct Configuration Audit.

- Schedule all of the Contractor's Progress, Status and Management Reports (monthly reports) IAW the CDRL. Have the last monthly report due on 1/5/07.

# Practical Exercise



**CDRL Tracking Tool - continued:**

Data Deliverable Reception Dates:

- Conference Minutes for the Post Award Conference were received on 7/19/04. Government review comments were sent to the contractor on 7/26/04. The contractor resubmitted the final minutes on 7/28/04 and they were approved that day. Add a note that Mr. Francis approved the minutes.

- The first monthly report was received on 8/6/04. No comments were made and it was approved on 8/10/04.

- The Conference Agenda for the PDR was received on 7/18/04. The Government returned comments on 8/3/04 and the final was submitted on 8/7/04. It was approved on 8/10/04.

Reports:

- View the Approved Deliverables and Overdue Initial Deliverables Reports

- What are we still waiting for from the contractor?

# Contact Information

- Martha Tawadrous, ACENG Staff
  phone: 703-432-3803
  email: tawadrousma@mcsc.usmc.mil

- Doug Mount, MKI Systems
  phone: 703-221-4900, x250
  email: dmount@mkisystems.com

- SCATT web page:
  www.marcorsyscom.usmc.mil/sites/scatt/

- ASSIST web page:
  http://assist.daps.dla.mil/quicksearch/

# Comment Sheet

Building 2207 Classroom 2 - Computer Lab 18 August 04

- Did this SCATT training course meet your expectations?
- What was the most beneficial part of the training?
- What was the least beneficial part of the training?
- What improvements would you suggest?

Name (optional): _____